



COUNTY ATTORNEY 3

Department: Assigned Counsel
Job Class #: 216200
Pay Range: Legal 03

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class and are **not** intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is highly complex professional legal work in the field of providing indigent legal defense services. Attorneys in this classification exercise considerable independent judgment, initiative and resourcefulness in adapting policies and precedents to complex situations and selecting a proper course of action. This position will provide legal representation for the office's more/most complex cases and caseloads and may be called to act as a lead litigator/litigation specialist. Responsibilities may include assignments as lead attorney in Misdemeanor, Dependency and Juvenile Courts, Western State Hospital, or drug court.

SERIES CONCEPT: This classification is distinguished from the County Attorney 2 classification by performing highly complex professional work that may include lead worker duties.

ESSENTIAL FUNCTIONS:

- Provides legal indigent defense representation, as counsel to the Department of Assigned Counsel's more/most complex cases and caseloads.
- Prepares presentation for and conducts more/most complex and difficult cases.
- Conducts legal research of statutes and cases, for the more/most complex cases and caseloads, and may act as co-counsel in death penalty cases.
- May act as a unit lead attorney for Juvenile Court Delinquency attorneys, Dependency attorneys, District Court attorneys, Municipal Court attorneys, Western State Hospital attorneys, Civil Contempt attorneys, and Drug Court attorneys.
- May act as a lead litigator/litigation specialist.
- Maintains a high volume case load and prepares appropriate written correspondence for litigation.
- Acts as a mentor to attorney 1's and 2's by actively conveying practice skills and legal knowledge to junior attorneys.
- Provides training to co-workers for DUI and Domestic Violence cases and caseloads.
- This position handles more/most complex cases including Class A Felonies.
- An incumbent will exercise substantial independent judgment, initiative resourcefulness in adapting policies and precedents to complex situations or to select a proper course of action.
- If assigned as lead attorney, assigns work to a specific work unit and ensures tasks are completed correctly and timely; may approve leave requests and work schedules; provides input on performance evaluations.
- Maintains regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Performs the physical requirements of the position; works within the established working conditions of the position.

COUNTY ATTORNEY 3

Classification Description – Pierce County

Page 2

OTHER JOB FUNCTIONS:

- Performs other related duties as assigned.

SUPERVISION RECEIVED: This position works under the supervision and guidance of the unit supervisor, Division Chief and/or Chief Deputy. Work is performed under general supervision with the employee expected to plan and assign work independently after objectives, priorities and deadlines have been defined. This position does not supervise but may act as a lead attorney for County Attorney 1 and 2 levels.

WORK ENVIRONMENT: The County Attorney 3 position works in an office environment on a daily basis. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing; some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings away from regular work site may be required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Providing indigent legal defense services, including juvenile dependency/termination of parental rights laws and procedures.
- Legal research and writing techniques.
- Supervisory principles and practices.
- Current literature, trends and developments in the field of criminal defense, domestic violence, DUI defense, and in implementation and functioning of drug court.
- Philosophy and operation of the criminal justice system, including juvenile, municipal, county, state and federal level court systems.
- Professional legal ethics.

Ability to:

- Proficiently cross-examine expert witnesses.
- Provide indigent criminal defense representation to the Department's more/most complex cases and caseloads.
- Be qualified by Washington State Supreme Court to represent clients charged with capital offenses or be actively progressing toward obtaining qualification.
- Express ideas and convey information effectively in oral and written communication to an audience of various social, educational and economic backgrounds.
- Analyze, appraise and organize factual issues, evidence, precedents and skill in their presentation in court.

- Work effectively and productively with others.

COUNTY ATTORNEY 3

Classification Description – Pierce County

Page 3

- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner
- Maintain proficiency in the use of computer technology (i.e., Word, Lexis, GROUP-WISE, etc.)
- Physically perform the essential job functions.
- Maintain regular and predictable attendance.

MINIMUM REQUIREMENTS TO APPLY: Five or more years of legal experience in the relevant area of practice. Membership in the Washington State Bar Association. Preference will be given to attorneys with specialized experience.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Ability to successfully complete Pierce County background investigation. A valid Washington State driver's license is required.