



COUNTY ATTORNEY 4

Department: Assigned Counsel
Job Class #: 216400
Pay Range: Legal 04

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 work in the field of providing indigent legal defense services within the Adult Felony Division. An attorney in this classification exercises a high degree of independent judgment, initiative and resourcefulness in creating and adapting policies and precedents to the most complex adult felony legal situations to select a proper course of action. This position may also involve day-to-day supervisory responsibilities for the department's County Attorney 1, 2, 3 positions, and in addition an attorney in this classification may be requested to assist the Chief Deputy and Director in formulating policy for the office and providing recommendations in personnel issues.

SERIES CONCEPT: This classification is distinguished from the County Attorney 3 classification by being predominately assigned to most complex adult Class A felony cases, including aggravated murder. This classification may also have supervisory responsibility for a unit in the department's Adult Felony Division and may be requested to assist in formulating policy for the department and providing recommendation in personnel issues.

ESSENTIAL FUNCTIONS:

- Act as defense counsel to indigent clients at all stages of criminal proceedings.
- Manage a substantial most/more complex caseload.
- Prepare appropriate briefs for litigation, pre-trial, and trial.
- Prepare witnesses and strategy for trial.
- Provide legal indigent defense representation as lead attorney in Pierce County's most complex adult felony cases, including death penalty litigation.
- Provide legal representation in the department's highest visibility felony cases and cases having the most serious impact on the community.
- Relied upon by other staff within the office for legal and strategic advice.
- Act as a mentor to attorneys 1, 2 and 3 by actively conveying skills and knowledge to junior attorneys.
- May act in a supervisory capacity for other felony-level attorneys, including determining work procedures; preparing work schedules and determining methods for expediting work flow; assigning, reviewing and approving work of subordinate staff; at direction of Chief Deputy and/or Director investigating grievances involving subordinates and recommending resolution; approving leave requests and overtime, providing adequate coverage during staff absences; providing input to performance evaluations.
- Ensures effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Maintains regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Performs the physical requirements of the position.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: This position reports to the Division Chief. These tasks are performed under the supervision and guidance of the Division Chief, Chief Deputy and Department Director. 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 may be assigned to exercise supervisory authority over subordinate employees.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Title 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 County Attorney 4 position works in an office and court environment on a daily basis. 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:

- And expertise in the field of providing indigent defense to the most complex adult felony cases.

Skill in:

- In making presentations before courts, legislative bodies and administrative agencies.
- In supervising, leading, mentoring, team-building, motivating and managing personnel.

Ability to:

- Understand, analyze, appraise, organize facts, evidence and precedents derived from complex case law and ethical issues.
- Establish and maintain positive and effective working relationships with elected officials, employees, clientele, court personnel, and prosecutors.
- Express ideas and convey information effectively in oral and written communication.
- Maintain proficiency in the use of computer technology (i.e., Word, Lexis, GROUP-WISE, etc.).
- Maintain regular and predictable attendance.
- Be qualified by Washington State Supreme Court to represent clients charged with capital offenses or be actively progressing toward obtaining qualification.
- Communicate effectively both orally and in writing, to audience of various social, educational and economic backgrounds.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- To physically perform the essential job functions.

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MINIMUM REQUIREMENTS: Eight or more years of legal experience in the relevant area of practice. Membership in the Washington State Bar Association.

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