



COUNTY ATTORNEY 1

Department: Assigned Counsel
Job Class #: 217000
Pay Range: Legal 01

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 professional work in the field of legal defense services for the Department of Assigned Counsel. An employee in this classification provides legal representation to indigents accused of misdemeanor crimes and/or people involved in civil commitment proceedings. An employee is expected to effectively manage a high volume caseload of clients. Duties are performed with professional discretion within department policies, professional ethics and standards, and legal requirements. Work is supervised and reviewed for various aspects of performance. An employee will be assigned to work in Municipal Court, District Court and/or Western State Hospital.

SERIES CONCEPT: This is entry-level legal professional work. The County Attorney 1 position primarily handles misdemeanors, civil contempt, and civil commitment work.

ESSENTIAL FUNCTIONS:

- Provide legal representation for accused at in custody arraignment proceedings.
- Preparation and presentation at pretrial motion practices.
- Trial preparation, investigation and presentation.
- Plea negotiation processes.
- Responsibility to present appeals to Superior Court and provide legal representation during appeal processes.
- Representation at sentencing proceedings, post trial motions and revocation proceedings.
- Lead responsibility of Rule 9 Legal Interns.
- Manage a substantial caseload of clients.
- Provide legal representation to all eligible clients who are the subject of civil commitment proceedings in Superior Court, including representation at 72 hour hearings, 14 day hearings, 90 day hearings, 180 day hearings, motions to revise, appeals and other applicable motions practice.
- Trial preparation, investigation and presentation.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Perform the physical requirements of the position; works within the established working conditions of the position.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned

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SUPERVISION RECEIVED AND EXERCISED: This position does not have supervisory responsibility. Work is performed under general supervision with the employee expected to plan and assign work independently. Work is reviewed in progress and upon completion by supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The County Attorney 1 works in an office and courtroom 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.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Rights of indigent clients.
- Legal research, writing, and litigation techniques.
- Criminal law and procedure.
- Involuntary commitment law and procedures.
- Mental health legal issues.

Ability to:

- Manage a substantial caseload of clients.
- Communicate effectively, both orally and in writing, in litigation settings.
- Analyze and organize materials for presentation during litigation.
- Work effectively with others under difficult and stressful circumstances.
- Comply with code of professional ethics and to ardently advocate legal rights of indigent clients.
- Demonstrate commitment to the legal needs and rights of low-income individuals.
- Maintain proficiency in the use of computer technology (i.e., Word, Lexis, GROUP-WISE, etc.)
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Maintain regular and predictable attendance.
- Physically perform the essential functions of the classification.

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MINIMUM REQUIREMENTS: Graduation from an accredited law school and membership in the Washington State Bar Association required.

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