



COUNTY ATTORNEY 2

Department: Multiple
Job Class #: 216000
Pay Range: Legal 02

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 Assigned Counsel County Attorney 2: Employees in this classification are assigned to provide legal representation to indigent clients primarily in Pierce County Superior Court proceedings to include: Adult Felony Class B, C, and occasional Class A Felonies, all Juvenile Delinquency cases, and Dependency/Termination of Parental Rights proceedings. An employee may also be assigned to act as a senior litigator in DAC's Adult Misdemeanor Division. Employees are expected to manage a high volume case load in a professional and efficient manner.

GENERAL FUNCTION Juvenile Court County Attorney 2: Employees in this classification are assigned to provide legal representation and advice to the Probation department, CASA/GAL program, and Administration regarding dependency and offender matters. In addition, an employee in this classification will represent Juvenile Court employees at the Appellate Court.

SERIES CONCEPT: This classification is distinguished from the County Attorney 1 classification by performing journey-level professional duties. Employees in this position are primarily assigned to Adult Class B and C Felonies in Superior Court; however, may, upon occasion, be assigned to Class A Felony work or dependency matters in Juvenile Court

ESSENTIAL FUNCTIONS:

Assigned Counsel:

- Provide legal representation at the Superior Court level to indigents accused of adult felony offenses, Juvenile Court felony delinquency proceedings, and/or to parents involved in Superior Court dependency and termination proceedings.
- Personally appear for litigants at all stages of dependency and termination of parental rights proceedings including fact finding, disposition, review, motion, revision, shelter care, termination proceedings and trials as assigned, as may be directed by the unit supervisor, division chief, chief deputy and department director.
- Personally appear and litigate at all stages and phases of felony adult and juvenile criminal proceedings scheduled for trial in the Superior court, including arraignment, motions, omnibus hearings, suppression hearings, discovery hearings, pretrial hearings, trials, post-trial motions, hearings, sentences, revocation/non-compliance proceedings, appeal proceedings, etc., as directed by the unit supervisor, division chief, chief deputy and department director.

Juvenile Court

- Represent Guardians Ad Litem and Court Appointed Special Advocates in dependency matters, including review hearings and motions; fact-finding hearings and termination of parental rights trials.
- Represent Probation Officers in contested offender violation hearings, manifest injustice, and declination hearings.
- Provide Appellate Court representation.
- Draft motions and responsive pleadings; research issues relating to dependency law, adoption, and juvenile justice act.

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- Correspond with the Office of the Attorney General, counsel for parents, social workers and service providers.
- Respond to discovery requests and public disclosure requests.
- Provide training for Probation Officers, Dependency unit and CASA volunteers.
- Interface with agencies regarding Juvenile Court procedures.

All County Attorney 2s

- Maintain a high volume caseload and prepare appropriate written correspondence for litigation.
- An incumbent will exercise considerable independent judgment, initiative resourcefulness in adapting policies and precedents to complex situations or to select a proper course of action.
- As determined necessary by unit supervisor, may provide direction to coordinate the activities of internal and external support staff.
- Duties are to be performed with professional discretion and within office guidelines, professional ethics and standards, and legal requirements.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends and holidays.
- Perform the physical requirements of the position.

OTHER JOB FUNCTIONS:

- Performs other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: This position reports to the assigned division supervisor. Work is performed under general supervision with the employee expected to plan and assign work independently after objectives, priorities and deadlines have been defined.

WORK ENVIRONMENT: The County Attorney 2 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.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Philosophy and operation of the criminal justice system, including juvenile, municipal, county, state and federal level court systems.

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- Substantive procedural law of the particular area assigned.
- Legal research and writing techniques.
- Current literature, trends and developments in the areas of criminal defense and/or juvenile dependency.
- Knowledge of and ability to comply with professional legal ethics.

Ability to:

- Assume responsibility for a felony caseload of primarily Class B and C felonies.
- Prepare for and conduct felony trial litigation, juvenile court litigation or appeals, juvenile dependency, and termination of parental rights as required.
- Marshal and present facts in a courtroom setting. Demonstrate effective negotiation skills on behalf of client.
- Establish and maintain effective working relationships required in the criminal/juvenile justice system, and attorney-client relationships. Maintain a high standard of professional image for the Department.
- Maintain proficiency in the use of computer technology (i.e., Word, Lexis, GROUP-WISE, etc.)
- Plan and coordinate work of other co-workers.
- Communicate effectively both orally and in writing to audience of various social, educational and economic backgrounds.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime
- Meet the travel requirements of the position, if any.
- Maintain regular and predictable attendance.
- Physically perform the essential job functions.

MINIMUM REQUIREMENTS: Three or more years of experience in the practice of law in a relevant area of law. 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 a Pierce County background investigation and all other required background investigations is required prior to employment. A valid Washington State driver's license is required. Positions assigned to the Juvenile Court will be subject to thorough background investigation and polygraph test prior to employment.