

CITY OF KENT  
POSITION DESCRIPTION

Position Inventory Number: LW055

Classification Specification: CHIEF PROSECUTING ATTORNEY

Salary Range: NR Merit Range –Management Benefit Level B

Position Description: Chief Prosecutor

Incumbent: \_\_\_\_\_

Location: Legal Department - Criminal



GENERAL PURPOSE:

Under the supervision of the Deputy City Attorney, serve as the Chief Prosecuting Attorney for the City of Kent. The Chief Prosecuting Attorney is responsible for the management and operation of the Criminal Division, which includes overseeing and participating in the prosecution of criminal cases from initial case filing through trial and appeal; supervising prosecuting attorneys and all other Criminal Division staff; personally managing all domestic violence, stalking, sexual assault and child abuse cases; providing training and education for police officers and legal, governmental, and community groups.

Work is characterized by a variety of professional legal services, such as analyzing, evaluating, and preparing cases for filing and court hearings; and researching, drafting, and writing briefs, motions, opinions, ordinances, and legislation. The Chief Prosecuting Attorney also performs a substantial amount of management, administrative, and supervisory functions by managing all criminal cases filed by the city; supervising the prosecuting attorneys and support staff by setting goals and policies, assigning tasks, monitoring workload and performance, conducting performance evaluations, and recommending disciplinary action when appropriate.

Work is performed under managerial direction. The supervisor provides the employee with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice, and/or objective.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise prosecuting attorneys and support staff in the criminal division in accordance with the city's policies, procedures, labor contracts, applicable laws, and its vision, mission, and values. Responsibilities include, but are not limited to, setting the Criminal Division's goals and policies; planning, assisting, directing, and evaluating work in progress through completion; appraising performance; recommending promotion and disciplinary actions; addressing complaints; resolving problems; approving/scheduling sick leave and vacation time; training employees; and assisting in interviews and making recommendations for hiring new employees.

Recruit and supervise Rule 9 externs and interns. Responsibilities include, but are not limited to, setting semester goals; assisting, directing, and evaluating work in progress through completion; appraising performance; training; bi-monthly written evaluations; final written performance evaluation; and participate in mandatory seminars for extern/intern classes.

Assist prosecuting attorneys and support staff with professional development. Responsibilities include, but are not limited to, mentoring; coaching; training; and the daily education of other professional skills.

Serve as Chief Prosecuting Attorney with responsibility over the Criminal Division of the Legal Department; directly manage and prosecute all domestic violence, stalking, sexual assault, and child abuse cases; represent the city in bench and jury trials, arraignments, pre-trial hearings, sentencing hearings, appeals, forfeitures, and other court hearings.

Manage case information and analyze pertinent case facts and evidence; research legal precedent and develop arguments as appropriate; perform a variety of case preparation duties such as brief writing, negotiating, and interviewing witnesses; litigate cases from filing through conviction and appeal.

Develop and implement procedures and policies designed to improve prosecution and victim advocacy delivery systems.

Prepare and analyze statistical information on case filings and crime trends to anticipate work flow needs.

Provide legal advice and training to the Police Department concerning criminal investigation procedures, seizure of evidence, pretrial, trial, and post trial matters; provide professional advice, litigation, and administrative support services to city officials, departments, intergovernmental entities, and other governing bodies.

Perform appellate work; perform drug forfeiture hearings; prepare and draft ordinances, policies, correspondence, and other legal documents and instruments, and occasionally prepare and draft resolutions and contracts.

Respond to public inquiries regarding municipal legal requirements, public records, and consumer complaints.

Provide information and assistance or refer to appropriate state or federal agency.

Perform training for members of Washington State Association of Municipal Attorneys, Washington Association of Prosecuting Attorneys, and other prosecutorial organizations.

Prepare legislation and review legislative amendments and testify before the legislature when appropriate.

Provide assistance on civil matters as necessary.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

PHERIPHERAL DUTIES:

Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- State criminal code
- Criminal law
- Domestic violence prosecution strategy, methodology, and implementation
- Victim advocacy, safety planning, crisis intervention and domestic violence education and victim advocacy
- Methods, principles, and practices of effective conflict resolution
- Principles, practices, and procedures of civil and criminal law including court procedures and rules
- Rules of Professional Conduct
- Municipal government organizational structure, operations, policies, objectives, and jurisdiction
- Legal research methodology
- Legality and preparation of various documents and instruments
- Supervisory principles and practices
- Personal computers and computer programs, specifically Microsoft Office products

SKILLED IN:

- Organizing, analyzing, and evaluating case facts, evidence, and legal precedent
- Managing personnel to maintain a professional, productive, and pleasant workplace
- Case preparation and litigation techniques, including preparation and delivery of oral presentations and arguments
- Correct usage of English grammar, spelling, punctuation, and vocabulary
- Professional, high quality oral and written communication skills
- Effectively using interpersonal skills in a tactful, patient, and courteous manner
- Performance of legal research and investigation
- Working independently with minimum supervision and make decisions with broad guidelines
- Meeting schedules and timelines
- Using research, investigation, and analytical methods, practices, and procedures

ABILITY TO:

- Serve as Chief Prosecuting Attorney for the City
- Manage, train, and evaluate personnel promptly and effectively
- Analyze situations accurately and adopt an effective course of action
- Analyze, organize, and evaluate case facts, evidence, and legal precedents
- Read, interpret, apply, and explain codes, rules, regulations, policies, case law, and procedures
- Establish and maintain cooperative and effective working relationships with others
- Appear in court proceedings and professionally represent the City's interests
- Communicate effectively and professionally, both orally and in writing
- Effectively present information to top management, city council, and/or public groups
- Travel to courtroom, city hall, etc.
- Work evenings and/or flexible hours as needed

- Prepare documents using Microsoft software
- Evaluate policies and practices; define problem areas; develop and direct practices to improve operations
- Demonstrate positive and effective interaction and communication with individuals of diverse occupational and social-economic backgrounds
- Work effectively on several projects concurrently
- Maintain confidentiality
- Develop and implement mission, strategic goals, and objectives for the Criminal Division

**MINIMUM EDUCATION AND EXPERIENCE REQUIRED:**

**Education:** Graduation from an accredited law school with a Juris Doctor degree; and

**Experience:** Five (5) years of municipal prosecutorial experience, including the filing and prosecution of domestic violence cases, and one (1) year of supervisory or management experience in the legal field;

**Or:** In place of the above experience, the incumbent may possess any combination of relevant experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

- Active membership in good standing with the Washington State Bar Association
- Valid Washington State Driver's License

**MACHINES, TOOLS, AND EQUIPMENT USED:**

Typical business office machinery and equipment including, but not limited to, personal computer, calculator, telephone, copy machine, and fax machine.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; talk; hear; and use hands to finger, handle, or feel. The employee is occasionally required to walk; reach with hands and arms; and lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

**WORKING CONDITIONS:**

Work is performed in office, public forums, and courtroom environment; may be exposed to individuals who are irate, distraught, or hostile. The noise level in the work environment is usually moderate.

