



GRANT COUNTY
invites applications for the position of:
**Deputy Prosecuting
Attorney**

DEPARTMENT: Prosecutor's Office

JOB TYPE: Regular Full Time

LOCATION: Grant County Courthouse 35 C St NW Ephrata, WA.
98823

SALARY: \$34.77 - \$51.14 Hourly
\$6,027.11 - \$8,864.27
Monthly

OPENING DATE: 06/15/21

CLOSING DATE: Continuous

POSITION SUMMARY:

Grant County is seeking qualified individuals to work within the Grant County Prosecuting Attorney's Office. Deputy Prosecutors are responsible for prosecuting persons charged with felonies, misdemeanors, and infractions using a case handling procedure that utilizes the benefits of vertical prosecution. Deputy Prosecutors handle cases from charging to trial, and through appeal. Deputy Prosecutors also provide legal assistance to prosecuting staff, and/or providing civil advice to county officials and department heads.

District Court / Juvenile Court Assignment: \$72,325.34 - \$95,305.60
Superior Court Assignment: \$74,942.40 - \$104,582.40
Civil Deputy Assignment: \$74,942.40 - \$106,371.20

The salary ranges listed above cover all 6 levels of Deputy Prosecutor as well as the 2 levels of Civil Deputy Prosecuting Attorney. All candidates will be considered based upon their education, experience, and qualifications. Starting salary will be determined based on the same factors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position. Employee must comply with all County and department policies, procedures, WAC's, or other regulatory bodies.

- Prepares cases, researches legal issues, reviews and drafts legal documents, and conducts or oversees thorough investigations of facts and information. Coordinates assigned civil functions with other departments and agencies.
- Represents the County in lawsuits involving the County including, but not limited to, tax, contracts, bankruptcy and zoning cases.
- Performs other related duties as assigned.
- Provides legal advice and assistance to Elected officials, Department heads and Prosecutor staff.
- Reviews and drafts contracts, correspondence and resolutions.

EDUCATION, EXPERIENCE, AND LICENSING:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Any combination of education and experience may be substituted as long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Washington State Bar Association Member in good standing
- Knowledge of applicable RCWs, WACs, Public Records Act and other case law
- Prior public entity experience
- Strong analytical, communication and interpersonal skills
- Understanding of legal terminology commonly used
- Ability to work independently and with prosecution staff
- Ability to work under deadline pressure
- Computer knowledge
- Valid Driver's License: With proof of automobile insurance
- Background Check: Must have an acceptable background record
- Driving Abstract: Must have an acceptable driving record

PHYSICAL ABILITIES AND WORKING CONDITIONS:

Work is performed in an office setting and in court rooms. There is daily use of computers and frequent dealings with other Offices and Departments. Position's duties are performed with frequent interruptions and deadlines. Position may be required to attend professional conferences and meetings outside of the office setting. The work day is Monday through Friday 8am - 5pm at a minimum but may require nights and weekends. Travel within the County is possible.

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, sit, write, hear, speak and lift up to 25 lbs. of unequal weight. Specific vision abilities required by this job include close and distance vision, peripheral, depth perception. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATIONS MAY BE FILED ONLINE AT AND BENEFIT
ELIGIBILITY MAY BE FOUND AT:
<http://www.grantcountywa.gov>

Position #2021-06-15
DEPUTY PROSECUTING ATTORNEY
MM

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