

POSITION DETAILS

This Deputy Prosecuting Attorney position represents the State of Washington in Okanogan County District Court under the direction of the Prosecuting Attorney, handling all aspects of the prosecution of gross misdemeanor and misdemeanor criminal cases including hearings, trials, and appeals. This is a full-time position; 8:00 a.m.-5:00 p.m. daily, Monday-Friday, excluding holidays. This is a non-Union position.

ESSENTIAL RESPONSIBILITIES

- Prepares cases for litigation. Works with law enforcement to assure thorough investigation of cases. Reviews reports for legal sufficiency and determines appropriate charges to be filed. Handles pretrial hearings such as arraignments, pleas and sentencings; coordinates with law enforcement agencies as required.
- Prepares and tries jury trials or bench trials as appropriate; selects juries if applicable; may handle appellate matters arising from such trials or hearings, including appellate brief preparation and argument.
- Presents and conducts courtroom proceedings necessary for the hearing of assigned cases. Determines strategy, including organization, timing and order of evidence presentation, appearance of witnesses and related factors. Ensures Prosecuting Attorney and other concerned parties are informed of case progress and direction.
- Conducts legal research and drafts memoranda and legal briefs in connection with assigned cases and for other attorneys, as required. Communicates regularly with state and local law enforcement agencies, probation offices, District Court, and state toxicology laboratories.
- Ability to plan and organize multiple tasks and responsibilities. Ability to work under pressure and meet deadlines. Ability to successfully perform responsible and complex work assignments using independent judgment and personal initiative without direct daily supervision. Ability to work well and communicate with co-workers, other county departments, other governmental agencies, and the public.
- Fully comply with the ethical rules and guidelines for attorneys as established by the Washington State Supreme Court. Projects a professional image.
- Attend and successfully complete training as directed by the Prosecuting Attorney or Chief Deputy Prosecuting Attorney, and engage in regular review to maintain a current knowledge of applicable case law and legislative enactments.
- Learn to use and proficiently operate office and courtroom technology such as computers, copiers, camera projectors, scanners and various computer software programs and applications including Microsoft Word, Microsoft Outlook, electronic document management systems; ability to learn and use new software programs as necessary.
- Other duties as assigned.

MINIMUM REQUIREMENTS

- Graduation from a law school accredited by the American Bar Association and must be a licensed attorney in good standing with the Washington Bar Association.
- Requires a full knowledge of criminal law and related Washington statutes.
- Must be a United States citizen.
- Valid Washington State driver's license.
- Must pass a criminal history background check.

APPLICATION PROCEDURE

Resumes will be received until the position is filled. Applicants are responsible for supplying all information relative to their qualifications for the position.

Please complete the application at <https://okanogancounty.org/HR/employment-pa.htm> and,

Submit cover letter and resume to:

Arian Noma

Okanogan County Prosecuting Attorney

P.O. Box 1130

Okanogan, WA 98840

Email: anoma@co.okanogan.wa.us