



<b>Position:</b>	Deputy Prosecuting Attorney	<b>Department:</b>	Prosecuting Attorney
<b>Reports To:</b>	Prosecuting Attorney	<b>FLSA:</b>	Exempt from FLSA
<b>Affiliate:</b>	Excluded from Bargaining Unit	<b>Salary Range:</b>	Range 19: 2025: \$9,253- \$10,154 2026: \$9,576- \$10,509

### **OVERVIEW**

The position being hired for is focused on Criminal Prosecution in District Court, in East Wenatchee, Washington.

Generally, a Deputy Prosecuting Attorney may be asked to represent Douglas County in criminal and/or civil cases, including hearings, trials and appeals, under the direction of the Prosecuting Attorney.

### **ESSENTIAL JOB FUNCTIONS OF THIS POSITION**

- Prepare and prosecute criminal cases in either District Court or Superior Court including: hearings, trials, and appeals under the direction of the Prosecuting Attorney.
- Prepare and prosecute RALJ appeals before the Superior Court and felony appeals before the Court of Appeals and Supreme Court.
- Cover calendars and trials in Superior Court, District Court and/or Juvenile Court as required.
- Reviews referred cases for charging and legal sufficiency and determines appropriate charges to be filed. Communicates with law enforcement field officers and supervisors to ensure thorough investigation and legal compliance. Provides legal advice to officers and supervisors concerning statutory and constitutional issues. Handles pretrial hearings such as preliminary appearances, omnibus hearings, bail hearings, suppression and confession hearings, pleas and sentencings.
- Research legal issues, draft memoranda, motions, and legal briefs.
- Prepare cases for litigation and present / conduct administrative proceedings as assigned.
- Determine strategy, including organization, timing and order of evidence presentation, appearance of witnesses and related factors. Coordinates with Victim/Witness staff to arrange for the timely appearance of witnesses.
- Ensure the Prosecuting Attorney and other parties are informed of case progress and direction.
- Conduct legal research and drafting in connection with cases and for other attorneys, as required.
- This position is intended to focus on criminal prosecution. However, other civil-side duties may be assigned on occasion. Perform other duties as directed or required.

This list is illustrative and not a comprehensive listing of all functions / tasks performed in this position.

### **KNOWLEDGE, SKILLS, AND ABILITY REQUIREMENTS**

- Advanced skills with computers and software with an emphasis in the MS Office Suite.
- Strong English language skills, both oral and written.
- Ability to organize and plan multiple tasks and responsibilities.
- Strong public relations, customer service, and telephone skills in stressful situations.
- Effectively deal with people who may be emotionally charged by issues and information.



- Establish and maintain effective working relationships and good public relations with other employees, agencies, property owners, and the general public.
- Ability to successfully perform responsible and complex work involving the use of independent judgment and personal initiative without supervision.
- Maintain composure under stressful situations and provide problem-solving techniques.
- Meet deadlines while maintaining flexibility necessary to accommodate any given situation.
- Attend meetings and training in and outside the Douglas County area.
- Projection of a professional image.

#### **SUPERVISORY RESPONSIBILITY**

- This position has no supervisory responsibilities.

#### **PHYSICAL REQUIREMENTS / WORKING CONDITIONS**

- Work is performed independently in an office setting with extended periods of sitting, standing, bending, kneeling, walking, and lifting (up to 40 pounds waist high).
- Driving, climbing stairs, and walking outdoors on uneven terrain in a variety of weather conditions.
- May work an alternative schedule or at alternate locations from time to time at the sole discretion of the County.
- Potential for working evenings, occasional weekends, holidays, overtime, and out-of-town travel.
- Work environment may be stressful in striving to meet deadlines, staffing demands and response to public.
- Travel outside of the Douglas County area.

#### **LICENSES, CERTIFICATES AND OTHER RECRUITING REQUIREMENTS**

- Membership in good standing with the Washington Bar Association.
- Valid Washington State driver's license.
- Satisfactory criminal background check required as job offer condition.



**CLOSING STATEMENT**

- This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

Applicant:

Human Resources:

Name	Date	Name	Date
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**Application and Resume must be submitted online at: [Douglas County Employment Opportunities](#)**

*This description reflects management’s assignment to reflect general details necessary to describe principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered all-inclusive. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or to balance workloads. Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment. Douglas County is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy, gender identity/expression, and sexual orientation), national origin, age (40 or older), disability or genetic information, or status as a protected veteran status or any other characteristic protected by Federal, State, or local laws.*