



CITY OF EAST WENATCHEE

Job Description

Position Title:	Assistant City Attorney/Deputy Prosecutor
Department:	Legal
Department Head:	City Attorney
Reports To:	City Attorney
Labor Designation	Non-represented
FLSA Designation	Exempt (professional)
Salary Range:	\$68,125 - \$\$83,004 annually (DOE), plus benefits

Position Summary:	This is a professional position that plans, directs, and coordinates comprehensive legal services for the City. The primary responsibility of this position is to represent the City of East Wenatchee in East Wenatchee Municipal Court under the direction of the City Attorney, handling all aspects of the prosecution of gross misdemeanor and misdemeanor criminal cases including hearings, trials, and appeals.
Distinguishing Characteristics:	Requires a license to practice law in the State of Washington.
Job Location/Working Conditions:	Normal office environment Alternative work schedules
Essential Functions:	<ol style="list-style-type: none"> 1. 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. 2. 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. 3. Presents and conducts courtroom proceedings necessary for the hearing of assigned cases. Determines strategy, including

	<p>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.</p> <p>4. Conducts legal research and drafts memoranda and legal briefs in connection with assigned cases, as required. Communicates regularly with state and local law enforcement agencies, probation offices, District Court, and state toxicology laboratories.</p> <p>5. Conducts legal research and drafts memoranda and legal briefs for the City Attorney, Mayor, and City Council, as required.</p> <p>6. 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 city departments, other governmental agencies, and the public.</p> <p>7. Fully comply with the ethical rules and guidelines for attorneys as established by the Washington State Supreme Court. Projects a professional image.</p> <p>8. Attend and successfully complete training as directed by the City Attorney, and engage in regular review to maintain a current knowledge of applicable case law and legislative enactments.</p> <p>9. 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, prosecutor case management system, and electronic document management systems; ability to learn and use new software programs as necessary.</p> <p>10. Other duties as assigned.</p>
<p>Critical Skills:</p>	<ol style="list-style-type: none"> 1. A thorough knowledge of criminal law and related Washington statutes. 2. A thorough knowledge of applicable federal, State and local laws, regulations, policies and procedures 3. A demonstrated ability to perform research and to write comprehensive briefs, memoranda, and/or opinions on legal issues for internal and external use. 4. The ability to communicate effectively, to conduct formal or informal meetings, and to make presentations both orally and in writing. 5. The ability to work effectively with diverse groups and individuals.

Physical Requirements:	<ol style="list-style-type: none"> 1. Finger Dexterity- Repetitive wrist, hand and/or finger movement. 2. Talking- Frequently convey detailed or important instructions or ideas accurately, loudly, and/or quickly. 3. Average Hearing- Able to hear average or normal conversations and receive ordinary information. 4. Average Visual Abilities- Average, ordinary visual acuity necessary to prepare or inspect documents. 5. Physical Strength <ol style="list-style-type: none"> a. Typically sitting at a desk or table. b. Occasional standing for more than 30 minutes at a time. c. Typically standing or walking
Mental Activities:	<ol style="list-style-type: none"> 1. Reasoning Ability- Ability to apply common sense understanding, to carry out detailed instructions, and to deal with problems involving many variables. 2. Mathematics Ability- Ability to perform basic math skills, use decimals to compute ratios and percents, and to draw and interpret graphs. 3. Language Ability <ol style="list-style-type: none"> a. Ability to use vocabulary of 5,000 to 6,000 words b. Able to read at a high level. c. Able to define and understand unfamiliar words. d. Ability to write complex sentences, using proper punctuation, proper grammar, and a good vocabulary.
Minimum Education and Experience:	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.
Required license/certificates/registrations	Washington Bar License
Equipment:	Office equipment
Accommodation:	In accordance with the Americans the Disabilities Act and Washington's Law Against Discrimination, it may be possible to modify the requirements listed above to reasonably accommodate disabled individuals. However, the City will not make any accommodations which may pose serious health or safety risks to the employee or others or which impose undue hardships on the City.
Disclaimer:	The City intends the above statements to describe the general nature and level of work performed by a City Attorney. These statements are not intended to be an exhaustive list of all job duties performed by a City Attorney. Likewise, the City does not intend this job description to create an employment contract. The City reserves the right to revise or amend this job description at any time. Likewise, the City maintains its status as an at-will

	employer. Employees can be terminated for any reason not prohibited by law.
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Classification/Compensation Review, Recommendation and Approval

Reviewed/Recommended:

Human Resource Generalist Date

Reviewed/Recommended:

Department Head Date

Approved as to Form:

City Attorney Date

Approval:

Mayor Date