



J o b D e s c r i p t i o n

JOB INFORMATION

Approved Date:	1/1/1900 12:00:00 AM
Job Family:	Legal/Courts
Classification:	Attorney 3

JOB SUMMARY

Incumbents are responsible for providing professional legal work of a civil, criminal prosecution, or criminal defense nature including: legal research and analysis, case management and preparation, conduct of hearings and trials, and appeals.

Distinguishing Characteristics

The Attorney 3 classification is the third level in a five-level Attorney classification series used for civil, criminal prosecution and indigent defense positions. The Attorney 3 classification is distinguished from Attorney 1 and 2 by the greater experience required, including significant jury trial and/or courtroom experience, by the complexity and seriousness of cases and assignments, the variety of legal matters encountered, number of cases assigned, and by moderate to low levels supervision, direction and/or assistance from higher level attorneys. The Attorney 3 position may be assigned lead or informal supervisory responsibility. Positions function with considerable professional independence, at times, assigning specific cases to lower level attorneys after making decisions to prosecute or provide defense services within established policy. Work is usually reviewed only at completion. Professional advice and consultation is provided by these positions to lower level attorney positions. A position at this level may head the legal activities of a section and provide performance analysis of lower level employees.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
Performs complex and serious cases and assignments at a journey to advanced level, with moderate to minimal supervision in a wide variety of criminal and/or civil legal work, depending upon assignment. Uses attorney training, office resources, and timely involvement of supervisors to ensure effective and professional representation of parties involved. When assigned, exercises lead or limited supervisory authority.	0%
Prepare, present, and settle criminal and/or civil cases.	0%
Assists or independently represents the County or a client in court, at trials, hearings arraignments, depositions.	0%
Files legal documents and papers; interviews witnesses, plaintiffs, victims, and/or clients/suspects.	0%
Evaluates the facts of specific cases or assignments.	0%
Conducts legal research, provides legal opinions or memorandums and drafts deeds, leases, contracts and correspondence.	0%
Responds to inquiries by citizens or their representatives.	0%
Draft complaints, briefs, and other legal documents.	0%
Negotiate and review legal agreements and other documents.	0%
Work with law enforcement and County departments and provide legal advice in the investigation and preparation of court cases.	0%
Keep statistics of all phases of court activity.	0%
Handle appeals of cases to higher courts, as needed.	0%
Work with outside agencies to promote effective investigation, prosecution, and governance.	0%

Required for All Jobs

• Performs other duties as assigned
• Complies with all policies and standards

This Job is Essential	<input type="checkbox"/>
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QUALIFICATIONS

Education			
Education Level	Education Details	Required/ Preferred	
	Juris Doctor (JD) from a recognized and accredited school of law by the US Department of Education	Required	and
	Membership in the Washington State Bar Association	Required	and
	Admission to practice before the State Courts		

Work Experience

Experience	Experience Details	Required/ Preferred	
5 years	Prior experience practicing law in area of assignment, a significant amount of jury trial and/or courtroom experience, and qualified to handle contested trial matters with moderate to low supervision.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
Juris Doctorate (JD - Attorney)				

Equivalency

All minimum qualifications must be met, there are no acceptable equivalent qualifications.

Knowledge, Skills and Abilities

KSAs	
Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
Knowledge of application of court rules and procedures	
Knowledge of civil and criminal law and terminology	
Knowledge of cultural diversity awareness	
Performing legal research; analyzing and applying legal principles, statutes, constitutional provisions, facts, evidence and precedents to legal problems	
Applying supervisory techniques and methods; and assigning, reviewing and evaluating the work of others (supervisory positions)	
Finding solutions to problems and making decisions within the scope of responsibility and the law.	

Exercising sound judgment in consulting senior attorneys and supervisors with questions and concerns, and, in referring matters to others which are beyond the scope, knowledge or authority of the position.	
Skill in handling sensitive and crisis situations	
Skill in problem solving	
Skill in functioning well under time pressure	
Skill in handling several tasks simultaneously	
Skill in prioritizing tasks and self-motivating	
Skill in maintaining confidentiality of sensitive matters	
Ability to perform legal research and present evidence during an adjudicative proceeding	
Ability to work well independently or as part of a team	
Analyze, evaluate and organize facts, evidence and legal procedures and to present information orally and in writing in a clear and logical form.	
Analyze and prepare a variety of legal documents and instruments.	
Establish tactful, effective and non-judgmental relationships with the public and parties affected by the court and administration.	

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:

COMPENSATION

Annual Max:	\$0.00
Annual Min:	\$0.00
Hourly Max:	\$0.00
Hourly Min:	\$0.00