



**CHIEF DEPUTY ATTORNEY – PROSECUTING ATTORNEY  
CIVIL**

**Department:** Prosecuting Attorney  
**Job Class #:** 253000  
**Pay Range:** Legal 06

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTIONS**

The Civil Division Chief is in charge of the Civil Division. The Chief supervises the Litigation, Public Works, Municipal Law, and Land Use/Parks teams and their respective team leads. This position reports to the Chief of Staff. This deputy performs the duties required of a County Attorney I, II, III, IV, and Supervising Sr. Deputy, and in addition works closely with the Prosecuting Attorney to set office policies and manage the daily activities of the Civil Division. The incumbent also works closely with elected and appointed department heads, bench, the bar, the State Legislature, other Prosecutor’s offices, the media, and the local community to address issues of mutual concern. This employee will have unique and exceptional experience handling complex cases, superior interpersonal skills, the ability to supervise many staff, and the ability to focus the team on how we best serve the public.

**REPORTS TO**

Chief of Staff

**ESSENTIAL FUNCTIONS**

Works directly with elected officials and appointed department heads to provide legal advice involving their official duties, including review of contracts and preparation of legal opinions and other legal documents.

Handles legal matters and litigation on behalf of Pierce County both in State and Federal Courts and administrative tribunals. Initially involved at the claim stage, the attorney will remain involved through pre-trial preparation, trial and any appeals taken therefrom.

Supervises attorneys and support staff in the civil division, including team leads; addresses job assignments, promotions, salaries, and overall workloads.

Manages the operation of the civil division, which includes participation in staff selection and hiring, disciplinary procedures, and promotional decisions involving division personnel. Works with the assistant chief and human resource manager to meet personnel needs of the civil

division.

Acts as liaison between the office and leadership for various County and State departments including the elected officials and appointed department heads, Presiding Judges, County Executive, State Legislators, the Governor's Office, the U.S. Attorney's Office, and other County or Municipal Prosecuting Attorney's Offices.

Works with the County Executive, legislative, and other agencies and branches of county government to develop proposed legislation that the county wishes to present to the state legislature.

Maintains a close working relationship with the Prosecuting Attorney involving a high level of trust.

Works with the Prosecuting Attorney's top management team on issues involving personnel, budget, office-wide policies, various administrative tasks, and strategic planning.

Communicates with media representatives and assists in preparation of press releases.

Complies with the Rules of Professional Conduct, including Rule 5.1 concerning responsibilities of supervisory lawyers.

Conducts training and is available for consultation on various legal topics with civil deputies.

Stays current on developments in municipal law in Washington.

Helps to formulate and ensure compliance with the annual budget.

Exercises discretion and sound judgment involving a myriad of highly sensitive topics such as employee discipline and high-profile investigations.

Writes correspondence on behalf of the office.

## **SKILLS, KNOWLEDGE AND ABILITIES**

Ability to focus the team on how we best serve the public.

Committed to the trifecta of being a good worker with a strong work ethic and the skills needed to do the job, a good colleague – treats every colleague respectfully and professionally, and good emissary – represents the office in a positive manner.

Proactive in cultivating the trifecta and holding each team member, and each other, accountable to our expectations. Caseloads or workloads effectively managed. Immediately deals with personnel issues when necessary. Prevents harmful gossip and destructive conduct. Focuses team members on doing their job for the public.

**CHIEF DEPUTY ATTORNEY – PROSECUTING ATTORNEY  
CIVIL**

**Classification Description - Pierce County**

**Page 3**

Ability to be engaged as a leader. Is a good mentor. Gets to know team members, observes and listens. Is approachable and earns their trust. Makes team member feel valued and respected.

Ability to communicate effectively. Finds a way to approach each unique individual in a manner that maximizes his or her potential. Ability to explain why a decision has been made. Does not ignore misinformation, immediately dispels and provides facts. Ability to communicate to the public we serve what we are doing and why.

Supports fellow leaders who are doing their part in upholding the mission of the office, adhering to the trifecta, and holding their team members accountable to these standards of public service.

Extensive knowledge in the relevant areas of law including municipal/governmental law, civil procedure, risk analysis, legal writing, legal research and analysis, trial, motion, and appellate practice.

Strong supervisory skills and understanding of human resource principles.

Exceptional ability and experience to effectively handle the most intensive civil cases with the highest visibility to the community.

Thorough understanding of the structure of Pierce County's government as organized under its Charter and the laws and constitution of the state, coupled with an understanding of the county's relationship to other governmental units and jurisdictions.

Excellent ability to establish and maintain strong and effective working relationships with elected and appointed officials, the general public, co-workers, opposing counsel and other governmental agencies.

Exceptional verbal and written communication skills, including the ability to work with media in a manner consistent with office policies, the public interest, and the Rules of Professional Conduct.

Sufficient longevity within the Prosecuting Attorney's Office.

Ability to efficiently mentor and motivate staff, and participate in formal training to assist staff to realize their fullest potential.

Ability to demonstrate strong leadership skills and be a positive role model.

Ability to work effectively as part of the top management team, including the skills necessary to

**CHIEF DEPUTY ATTORNEY – PROSECUTING ATTORNEY  
CIVIL**

**Classification Description - Pierce County**

**Page 4**

evaluate budget issues, personnel issues, and long range strategic planning.

Ability to maintain regular and predictable attendance.

Ability to physically perform the essential job functions.

**WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. This position works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise required.

**PHYSICAL REQUIREMENTS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. Ability to prepare documents using word processing systems. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the classification is required.

**RECRUITING REQUIREMENTS**

Admitted as an attorney in the State of Washington (RCW 36.27.010) and U.S. Citizen (RCW 36.27.010, RCW 36.27.040 & RCW 29.01.065).

Ability to successfully complete a thorough background investigation and interview.