CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Lead Prosecutor** **E-PLAN**
SG:E2-14
DEPARTMENT: **Legal, Criminal Division** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Assists the City Attorney in performance of the legal work of the City. Prosecutes misdemeanors and municipal ordinance violations in Municipal Court. Assumes lead responsibility in supervising the day-to-day operation of the Criminal Division, subject to direction from the City Attorney.

SUPERVISORY RELATIONSHIP:

Reports directly to the City Attorney. Supervises Municipal Court prosecution. Provides lead direction to Prosecuting Attorneys and criminal support staff, including the Legal Assistants and the Victim Witness Advocate/Case Coordinator.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Supervises the day-to-day operation of the Criminal Division and is responsible for the prosecution of misdemeanors, traffic offenses and other municipal ordinance violations in Municipal Court. Advises Municipal Court and Police personnel on legal procedures related to Municipal Court prosecution.

2. Represents the City in appeals and litigation relating to Municipal Court cases.

3. Provides lead direction to prosecutors and criminal support staff. Plans, organizes, directs and monitors the daily work of direct reports to accomplish the work program. Conducts annual performance appraisal of direct reports. Counsels employees on job performance issues. Works with employees to resolve interpersonal conflict.

4. Participates in screening applicants for work; effectively recommends hire. Trains and orients employees to the program, personnel, equipment, policies and procedures.

5. Evaluates, develops, implements, and monitors diversion and other criminal justice programs in coordination with other City departments.

6. Serves as the City's representative in Law and Justice related organizations and meetings.

7. Responds to inquiries and complaints from the public in capacity as Lead Prosecutor.

8. Performs all essential functions of the Prosecuting Attorney I/II.

ADDITIONAL WORK PERFORMED:

1. Supports litigation of civil matters as assigned.

2. Researches and drafts opinions and memoranda for the City Attorney, City Council and departments.

3. Drafts contracts, ordinances and resolutions.

4. Performs other related duties of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Criminal law.
- Criminal procedure.
- Trial advocacy.
- Domestic violence issues.
- Constitutional law and evidence.
- Appellate law and procedure; and,
- Legal research methodology including use of computer based research tools.
- Municipal government organizational structure, operations, policies, objectives and jurisdiction.

Skill in:
- Using computers and related software applications.
- Using office equipment.
- Analyzing problems and advanced decision-making.
- Planning, organizing, and managing projects.
- Prioritizing projects and working under deadlines.
- Writing legal documents, agreements, legislation, and policies.
- Researching legal issues.
- Oral advocacy.
- Organizing and managing cases.
- Communicating with the general public.
- Providing sentencing recommendations.
- Preparing and presenting bench and jury trials; and,
- Writing legal documents and ordinances.
- Researching best practices and trends; and,
- Researching legal issues.
- Advanced communication and interpersonal skills for persuasion, providing legal counsel, conflict management, conveying complex information as applied to interaction with coworkers, supervisors, managers, department directors, the Mayor, City Council and the general public.
- Strong organizational skills.
- Excellent writing and presentation skills.
- Strong judgment and discretion.

Ability to:
- Work independently in performing essential functions under general policy and strategic guidance.
- Analyze, organize and evaluate case facts, evidence and legal precedent.
- Meet schedules and timelines.

- Appear in court proceedings and in other forums on behalf of, and as the attorney for, the City.
- Ability to build and maintain effective client relationships.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Remain stationary for long periods of time;
  - Frequently communicate accurate information and ideas with others; Some travel may be required for work related meetings.

WORKING ENVIRONMENT:

Works in an office environment with the majority of time at a computer workstation. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Admission to the Washington State Bar and a member in good standing throughout duration of employment, and
- Four years of experience in the practice of criminal law and procedure.
- Experience in the practice of municipal or public law preferred.
- Academic emphasis in criminal procedure and municipal and/or public law desirable.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal convictions check, local background check, and fingerprinting. Subject to re-check every five years.
- Incumbents may not engage in the private practice of law while employed.

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5/01

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6/21