



CITY OF REDMOND
invites applications for the position of:

Deputy Prosecuting Attorney

SALARY: \$40.53 - \$54.72 Hourly
\$7,026.00 - \$9,485.00 Monthly
\$84,312.00 - \$113,820.00 Annually

OPENING DATE: 01/11/19

CLOSING DATE: 01/20/19 11:59 PM

JOB TYPE: Regular, Full-time

LOCATION: Public Safety Building, 8701 160th Ave NE, Redmond

DEPARTMENT: Executive

JOB RESPONSIBILITIES:

Applications reviewed upon receipt.

More than anything, our people make us great. City of Redmond employees view each day as an adventure and a new opportunity to shine. Our people bring unique skills and qualities to the table, embrace the values of integrity, accountability and commitment to service--and love working collaboratively to take our city to even greater heights.

Our employees thrive in an environment where thinking creatively, taking chances and trying new things are the status quo. It's what's helping to make Redmond the ideal place to live, work, play and invest. In every city department, innovation is the engine that powers our work forward--and all ideas and solutions are welcomed. Together, our talented teams have contributed to Redmond's recognition by Money Magazine as the "5th Best Small City in the Nation to Live." Our parks are exceptional, our crime rate is low, and our business community is vibrant.

When you work for the City of Redmond, you'll enjoy a healthy work/life balance with continuing education programs, leadership academies, wellness incentives, and a total rewards benefits program.

Take a spin around our website and discover how the City of Redmond can make your next career move a great one.

The **Deputy Prosecuting Attorney** represents the City in criminal misdemeanor trials, contested hearings, and code enforcement violations hearings.

Essential Functions:

- Review, file, and prosecute cases in King County District Court.
- Analyze case evidence, research the law, develop arguments, write briefs, interview witnesses, make plea offers, negotiate resolutions, and prepare cases that do not settle for trial.
- Determine if each case is legally sufficient to file and litigate each filed case from arraignment through appeal.
- Represent City at contested hearings.
- Identify relevant legal issues for staff to research and decide which cases require written legal briefs.
- If adverse decision is made by court, determine whether to appeal to higher court.
- Collaborate with supervising attorney and staff on multiple and/or complex cases.
- Provide training and legal advice to police officers.
- Provide legal advice to code enforcement officers and other city officials to determine if civil or criminal proceedings are appropriate and if questions should be addressed by city's civil law firm instead.
- May decide on what enforcement issues may need to be addressed and whether amendments or additions to City's municipal code are needed.

- Temporarily assume day-to-day duties of supervising attorney when supervising attorney is absent or unavailable.
- Prepare civilian witnesses and police officers for testimony in bench or jury trials.

Click [here](#) to view the complete job description.

UPON CLOSER LOOK:

Qualifications:

Knowledge of and Skills in:

- Laws pertaining to gross misdemeanor and misdemeanor offenses, and civil traffic infraction cases. Although not required, knowledge of code enforcement laws and issues is preferable.
- Court procedures and rules of evidence.
- U.S. and Washington State constitutions as well as case law that pertains to both.
- Analyzing and evaluating case facts, evidence and legal precedent.
- Preparing cases, securing necessary information, interviewing witnesses, and trying cases in court.
- Trial techniques and negotiation; use of oral and written persuasion.
- Conducting legal research.
- Conducting bench and jury trials.

Ability to:

- Analyze, prepare, and present comprehensive legal documents.
- Develop rapport and work with the public, police, judges, court staff, defense counsel, and department staff.
- Solve complex problems.
- Work independently, handle multiple tasks, prioritize and schedule work.
- Work under pressure in the courtroom.
- Deal effectively with difficult and emotional situations.
- Make complex legal decisions under extreme time constraints.
- Communicate effectively verbally and in writing.

DO YOU HAVE WHAT IT TAKES:

Education and Experience

- Juris Doctorate degree from an accredited law school.
- Minimum 3 years of experience as a criminal prosecutor in municipal, district, and/or superior courts.
- Any combination of education and experience that provides the desired knowledge, skills and abilities to perform the essential duties of the position.

Licenses and Certificates

- Current license and member in good standing of the Washington State Bar Association.
- Valid Washington State Driver's License and a driving record that meets city standards.

FOR MORE INFORMATION:

Working Conditions:

Work is predominately sedentary, mostly sitting, performed indoors in an office or courtroom environment. Work requires travel to other locations for meetings and may require attendance of evening meetings.

Benefits:

The City of Redmond offers an excellent benefits package including: flexible work hours; medical, dental and vision benefits; paid sick leave, vacation and holidays; life insurance; retirement; and career development including tuition reimbursement.

City of Redmond Values:

Integrity: We demonstrate sound, honest, truthful and consistent actions.

Accountability: We take ownership of our actions and responsibilities.

Commitment to Service: We are dedicated to seeking solutions for our community.

Welcoming: All residents are able to fully and effectively access City services, influence City policy and direction, and feel a sense of belonging in Redmond.

Selection Process:

Top candidates will be invited to participate in the interview process, which is tentatively planned for ????. Final candidate(s) will be required to complete a Background Authorization form to have a thorough background investigation, which includes fingerprinting.

The City may review existing application pools to fill this position, or use this pool to fill future vacancies.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.redmond.gov/employment>

Position #1900286
 DEPUTY PROSECUTING ATTORNEY
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15670 NE 85th Street
 Human Resources - 3rd Floor
 Redmond, WA 98052
 425-556-2120

redjobs@redmond.gov

Deputy Prosecuting Attorney Supplemental Questionnaire

- * 1. What is your highest level of education?
 - High School diploma or GED
 - Vocational certification
 - Either 60 semester or 90 quarter college credits
 - Associate's degree
 - Bachelor's degree
 - Master's degree
 - J.D.
 - Ph.D.
- * 2. Did you complete a law apprenticeship within Washington State?
 - Yes
 - No
- * 3. Are you currently a member in good standing with the Washington State Bar Association?
 - Yes
 - No
- * 4. What is your Washington State Bar Association number?
- * 5. How many years have you worked as an attorney?
 - None
 - Less than 12 months
 - Between 1 and 2 years
 - Between 3 and 4 years
 - Between 5 and 7 years
 - Between 8 and 10 years
 - More than 10 years
- * 6. How many years have you worked as a criminal defense attorney?
 - None
 - Less than 12 months
 - Between 1 and 2 years

- Between 3 and 4 years
 - Between 5 and 7 years
 - Between 8 and 10 years
 - More than 10 years
- * 7. How many years have you worked for a prosecuting attorney's office?
- None
 - Less than 12 months
 - Between 1 and 2 years
 - Between 3 and 4 years
 - Between 5 and 7 years
 - Between 8 and 10 years
 - More than 10 years
- * 8. Please indicate in which courts you have handled cases before:
- Municipal
 - District
 - Superior
 - Court of Appeals
 - Supreme Court
 - None of the above
- * 9. At the time of hire, will you have a current and valid driver's license?
- Yes
 - No
- * 10. How many bench and jury trials have you conducted?
- * 11. What experience do you have with code enforcement?
- None
 - Less than 12 months
 - Between 1 and 2 years
 - Between 3 and 4 years
 - Between 5 and 7 years
 - Between 8 and 10 years
 - More than 10 years
- * 12. How many years of experience do you have using Washington State's District Court Information System (DISCIS) and/or Judicial Access Browser System (JABS)?
- None
 - Less than 12 months
 - Between 1 and 2 years
 - Between 3 and 4 years
 - Between 5 and 7 years
 - Between 8 and 10 years
 - More than 10 years
- * 13. Why are you interested in working at the City of Redmond?
- * Required Question