



CITY OF AUBURN
invites applications for the position of:
City Prosecutor

25 WEST MAIN STREET
AUBURN, WA 98001
HUMAN RESOURCES: 253-931-3040
www.auburnwa.gov

An Equal Opportunity Employer

SALARY

Monthly
\$7,070.22 - \$8,690.98

Annually
\$84,842.64 - \$104,291.76

OPENING DATE: 02/21/20

CLOSING DATE: Continuous

DEPARTMENT: Legal

POSITION
DETAILS:

***First review of applications will be Monday, March 9th.**
Please submit your application before 11:59pm on
Sunday, March 8th, to be considered for the first review.*

Why work for the City of Auburn?

We provide our employees with:

Excellent healthcare, dental, and vision plans with premiums fully paid by the City
Employer contributions to the State Retirement System pension plans
12 Days of Paid Vacation per year
12 Days of Sick Leave per year
10 Paid Holidays per year
2 Paid Floating Holidays of your choice per year
Employer contributions towards VEBA (Tax-free Health Savings Account)
Life Insurance
Employee Assistance Program
Flexible Spending Benefit Plan
Deferred Compensation Plans
And more!

POSITION SUMMARY

This is professional legal work with primary responsibility for prosecution of criminal misdemeanor violations and traffic infractions in Auburn Municipal Court. Duties, responsibilities and tasks shall be divided among the prosecutors with a focus on periodic rotation, to assure a relatively even division of work and to provide a varied work experience for the prosecutors.

PRIMARY DUTIES *Prosecutes violations of City's criminal and traffic code.

*Handles court proceedings including: arraignments, pre-trial hearings and motions, jury and bench trials, sentencings, review hearings and appeals.

*Prepares cases for prosecution including contacting the Police Department, witnesses, victims and defense attorneys.

- *Prepares briefs in all court proceedings, including appeals.
- *Prosecutes cases in Municipal and District Courts and handle appeals to Superior Court, Court of Appeals and Washington Supreme Court.
- *Performs legal research on issues relating to criminal prosecution, traffic infractions and drug seizure and forfeiture actions.
- *Maintains and applies knowledge of criminal/traffic misdemeanor law; drug seizure and forfeiture law; criminal procedure including filing of citations and complaints; pretrial motions; jury and bench trials; sentencing procedures; and municipal and general law.
- *Manages criminal prosecution caseload, coordinating with Police Department and Courts for effective and efficient case management.
- *Grasps complex factual data, draws appropriate conclusions and formulates sound legal decisions in the performance of job duties.
- *Communicates complex legal ideas orally and in writing to a variety of audiences in a clear, comprehensive and professional manner.
- *Drafts briefs and ordinances, and organizes the criminal prosecution function for the most efficient operation.
- *Advises the City Attorney and/or Assistant City Attorney on appropriate changes to be made to the City Code to conform to state laws and case law requirements.
- *Works courteously, cooperatively, effectively and professionally with public officials, City Attorney staff, City Staff, the Police Department, the Courts, private attorneys, public defenders, supervisor, and the public in prosecutions and in carrying out duties and responsibilities of the position.
- *Effectively handles a heavy caseload and works with several cases simultaneously.
- *Regular, reliable and punctual attendance.
- *Due to internal and external customer service needs, incumbent must be able to work a full time schedule, on-site (appropriate City work sites).
- *Maintains confidentiality regarding sensitive and/or legal information.
- *Works effectively under pressure and with frequent interruptions.
- *Completes work and projects in a thorough and timely manner.
- *Understands and follows directions from supervisors, posted work rules and procedures.
- *Shows initiative in performing job duties.
- *Performs related work as required.
- *= Primary function.

**MINIMUM
QUALIFICATIONS**

Graduation from a law school accredited by the American Bar Association and licensed to practice in the State of Washington. A minimum of one-year

experience prosecuting criminal misdemeanor cases and traffic violation cases or equivalent experience.

ADDITIONAL INFORMATION

WORKING CONDITIONS

Work is generally performed in a climate controlled office or courtroom. While performing the duties of this job, the incumbent is regularly required to sit, talk and hear; frequently required to work and use hands to finger, feel or handle writing utensils, computers and office supplies, occasionally required to stand and reach with hands and arms; and occasionally required to lift and/or move up to 20 pounds. May be required to stand or sit for extended periods of time. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. Position requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment. Employee is required to maintain confidentiality of information within the department. Because of the nature of work, the employee may be required to deal with irate, individuals requiring the use of conflict management skills. Employee is frequently required to perform work in confidence and under pressure for deadlines, and is required to maintain professional composure and tact, patience and courtesy at all times.

REPORTING RELATIONSHIPS

Under the general direction of the Chief City Prosecutor, work is performed in accordance with professional standards, code of ethics, and legal principles. Initiative and judgment are exercised in the application of legal knowledge to specific cases; employee makes procedural or policy recommendations to the City Attorney for final decision. Work is reviewed through periodic discussions with the Chief City Prosecutor regarding status of cases and prosecution, office procedures and policies.

SELECTION PROCEDURE

The City of Auburn is dedicated to building an inclusive, informed city, with opportunities for all. In alignment with that goal, the City has adopted an anonymous application process that prevents hiring managers from seeing personal identifiers, including names, addresses, and other similar information. This eliminates the possibility of unintentional or implicit bias during the initial screening of applications. For that reason, hiring managers will not be viewing any attachments to your application, including a cover letter or resume, during the initial screening. Please make sure to submit a complete, detailed, and updated job application.

COMMUNICATION FROM THE CITY OF AUBURN

We primarily communicate via e-mail during the recruitment process. E-mails from auburnwa.gov and/or governmentjobs.com should be placed on your safe domain list to ensure you receive notifications in a timely manner. As a precaution, you may also want to check your junk e-mail folders.

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City Prosecutor Supplemental Questionnaire

- * 1. Thank you for your interest in joining Team Auburn!

Hiring managers will not be viewing any attachments to your application, including a cover letter or resume, during the initial screening. Please make sure to submit a

complete, detailed, and updated job application. When applying for this position, you must thoroughly complete the education and work experience sections of your application, and provide a thorough response to each of the supplemental questions. Failure to do so may result in elimination from further consideration.

Have you read and understood the information listed above?

- ☐ Yes
- ☐ No

- * 2. Please indicate your highest level of education below:
 - ☐ High School Diploma or equivalent
 - ☐ Associate's Degree
 - ☐ Bachelor's Degree
 - ☐ Master's Degree
 - ☐ Juris Doctor
 - ☐ N/A
- * 3. Are you a graduate from a law school accredited by the American Bar Association?
 - ☐ Yes
 - ☐ No
- * 4. Are you licensed to practice law in the State of Washington?
 - ☐ Yes
 - ☐ No
- * 5. Please select the option below that best indicates your full-time paid work experience prosecuting criminal misdemeanor cases and traffic violation cases, or equivalent.
 - ☐ Less than 1 year
 - ☐ 1 - 2 years
 - ☐ 2 - 3 years
 - ☐ 3 - 4 years
 - ☐ 4 - 5 years
 - ☐ More than 5 years
- * 6. Please describe your experience prosecuting criminal misdemeanor cases and traffic violation cases, or your experience with cases that would be considered equivalent.
- * 7. Please indicate your number of years of experience working for, or with, a municipality.
 - ☐ None
 - ☐ Less than 3
 - ☐ 3 - 5 years
 - ☐ 5 - 7 years
 - ☐ 7 - 10 years
 - ☐ More than 10 years
- * 8. Please describe your experience advising a Police Department.
- * 9. What kind of Police training have you offered as part of your practice?
- * 10. Describe a time where you received a difficult ruling from a judge and include how you handled the situation.
- * 11. Including specific examples of your average case loads throughout your experience, please describe your ability to handle and manage a large case load.

* 12. Please provide a brief description of the types of court calendars on which you have appeared. What are three (3) examples of issues that you have handled?

* 13. Do you have experience assisting in the preparation of routine and complex legal correspondence and documents, including briefs, pleading and motions?

☐ Yes

☐ No

14. If yes, please describe.

* 15. Describe your research and organizational skills. Provide an example of a complex research project you assisted in and delineate your specific responsibilities.

* 16. How would you describe the role of the City Prosecutor in terms of impact on the community?

* 17. In 25 words or less, please describe your prosecution philosophy.

* Required Question