



CHIEF DEPUTY ATTORNEY

Department: Assigned Counsel
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 the class and **not** intended to reflect all duties performed within the job.

GENERAL FUNCTION: The chief deputy is the senior deputy responsible for the administration and operation of every division within the Department of Assigned Counsel. The chief deputy's decision making authority is equal to that of the department director as to all issues which arise within each division of the Department of Assigned Counsel. The chief deputy will represent the Department of Assigned Counsel and articulate policy positions to elected officials, court administration, judges, prosecutors, defense bar, media and the public as requested by the department's director. This position will assist the department director in budget matters and promote the department's budget through the political process, and may act in the absence of the department director. Work is performed with absolute latitude and use of independent judgment. The chief deputy will place an emphasis on the operation of the Superior Court felony unit within the Department of Assigned Counsel. The chief deputy may, in addition to administrative and supervisory duties, represent indigent clients charged with most complex cases, including capital offenses.

ESSENTIAL FUNCTIONS:

- Direct performance of the Department's employees through division supervisors, unit leads, or by direct contact with employees.
- Direct resolution of personnel issues including hiring, promotion, and termination.
- Assist department Director in department budget decisions, facilitate budget through political process.
- Represent the department with decision making authority equal to the department director to court administration, judges, elected officials, defense bar, media, and the public.
- Represent indigent clients charged with most complex cases, including capital offenses.
- Assist Department Director in formulating operational procedures and policies for the Division and in setting Division goals.
- Act as mentor to all Department of Assigned Counsel Attorneys by actively conveying skills and knowledge.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Perform the physical requirements of the position.

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SUPERVISION RECEIVED AND EXERCISED: This position reports to the Department Director. Work is performed under general supervision of the Department Director. This classification has supervisory responsibility over the three Division Chief/Senior Supervising Attorneys and their respective divisions in managing the operations of an entire Department of Assigned Counsel.

WORK ENVIRONMENT: The work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

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 the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing; some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Advanced knowledge of Washington State and Federal case law and statutes applicable to the Division, Washington Rules of Conduct, and Washington Court Rules.
- Considerable knowledge of indigent defense law and procedures.

Skill in:

- Advanced skill in handling complex matters and mediating/resolving issues arising from staff, clients, courts and prosecutors.
- Demonstrated leadership skill in supervising, motivating and managing a large number of attorneys and be a positive role model to assist staff to realize their fullest potential.

Ability to:

- Exceptional ability to establish and maintain positive and effective working relationships with officials, employees, clientele, media staff, court personnel and prosecutors.
- Superior interpersonal skills with excellent ability to communicate effectively and concisely, both orally and in writing.
- Work as part of senior management team, including the skills necessary to evaluate and handle budget issues, personnel issues and long-range strategic planning.
- Effectively manage a large complex department, supervising all staff within department.
- Qualified by the Washington State Supreme Court to represent clients charged in capital cases or be actively progressing toward qualification.
- Ability to maintain proficiency in the use of computer technology (i.e., Word, Lexis, GROUP-WISE, etc.).

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- Ability to efficiently mentor and motivate staff and attorneys.
- Ability to maintain regular and predictable attendance.
- Communicate effectively both orally and in writing, to audience of various social, educational and economic backgrounds.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Physically perform the essential functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Ten or more years of legal experience in relevant area of practice plus significant supervisory and administrative work experience. Membership in Washington State Bar Association.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Ability to successfully complete Pierce County background investigation. A valid Washington State driver's license is required.