



CHELAN COUNTY PROSECUTING ATTORNEY DOUGLAS J. SHAE

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CRIMINAL DEPUTIES

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CIVIL DIVISION:.....(509) 667-6330
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NOTICE OF JOB OPENING CHELAN COUNTY, WASHINGTON

POSITION: Deputy Prosecuting Attorney
DEPARTMENT: Prosecuting Attorney's Office - District Court Division
SALARY: \$66,247 – 76,689 annually (DOE), plus benefits
POSTING DATES: July 26, 2019 – August 9, 2019

POSITION DETAILS

This Deputy Prosecuting Attorney position represents the State of Washington in Chelan County District Court under the direction of the Prosecuting Attorney, handling all aspects of the prosecution of gross misdemeanor and misdemeanor criminal cases including hearings, trials, and appeals. This is a full-time position; 8:30 a.m.-5:00 p.m. daily, Monday-Friday, excluding holidays. This is a non-Union position.

ESSENTIAL RESPONSIBILITIES

- Prepares cases for litigation. Works with law enforcement to assure thorough investigation of cases. Reviews reports for legal sufficiency and determines appropriate charges to be filed. Handles pretrial hearings such as arraignments, pleas and sentencings; coordinates with law enforcement agencies as required.
- Prepares and tries jury trials or bench trials as appropriate; selects juries if applicable; may handle appellate matters arising from such trials or hearings, including appellate brief preparation and argument.
- Presents and conducts courtroom proceedings necessary for the hearing of assigned cases. Determines strategy, including organization, timing and order of evidence presentation, appearance of witnesses and related factors. Ensures Prosecuting Attorney and other concerned parties are informed of case progress and direction.
- Conducts legal research and drafts memoranda and legal briefs in connection with assigned cases and for other attorneys, as required. Communicates regularly with state and local law enforcement agencies, probation offices, District Court, and state toxicology laboratories.

- Ability to plan and organize multiple tasks and responsibilities. Ability to work under pressure and meet deadlines. Ability to successfully perform responsible and complex work assignments using independent judgment and personal initiative without direct daily supervision. Ability to work well and communicate with co-workers, other county departments, other governmental agencies, and the public.
- Fully comply with the ethical rules and guidelines for attorneys as established by the Washington State Supreme Court. Projects a professional image.
- Attend and successfully complete training as directed by the Prosecuting Attorney or Chief Deputy Prosecuting Attorney, and engage in regular review to maintain a current knowledge of applicable case law and legislative enactments.
- Learn to use and proficiently operate office and courtroom technology such as computers, copiers, camera projectors, scanners and various computer software programs and applications including Microsoft Word, Microsoft Outlook, prosecutor case management system (Prosecutor by Karpel), and electronic document management systems; ability to learn and use new software programs as necessary.
- Other duties as assigned.

MINIMUM REQUIREMENTS

- Graduation from a law school accredited by the American Bar Association and must be a licensed attorney in good standing with the Washington Bar Association.
- Requires a full knowledge of criminal law and related Washington statutes.
- Must be a United States citizen.
- Valid Washington State driver's license.
- Must pass a criminal history background check.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

WORKING CONDITIONS

This classification works in an office environment. Noise level is usually moderate. May be exposed to potentially anti-social behavior on occasion. May be stressful in striving to meet deadlines, staffing demands and response to public. Must be reliable and punctual in reporting for scheduled work; daily attendance is an essential function of the job.

LANGUAGE SKILLS

Ability to proficiently read and write English. Ability to read and comprehend legal documents and instruments, correspondence, and memos. Ability to use good customer service and telephone skills in stressful situations. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics in and out of court.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves tasks that may require routine ergonomic practices, including computer keyboarding skills and writing. While performing the duties of this job, the employee is regularly required to talk, hear, and see. The employee is frequently required to sit. The employee is frequently required to stand; walk; use hands and fingers to handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 30 pounds.

APPLICATION PROCEDURE:

Resumes will be received until **5:00 p.m. on Friday, August 9, 2019**. Applicants are responsible for supplying all information relative to their qualifications for the position. Submit cover letter and resume to:

Douglas J. Shae
Chelan County Prosecuting Attorney
P.O. Box 2596
Wenatchee, WA 98807
prosecuting.attorney@co.chelan.wa.us

SELECTION PROCESS:

Following a review of the resumes, applicants may be interviewed. After a selection is made, all applicants not selected for this position will be notified.