



# Chief Prosecuting Attorney

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## Job Description

Come work at a place where you have a direct impact on the quality of life for Kent residents, business owners and visitors alike!

**The City of Kent seeks an experienced prosecutor with exceptional leadership abilities to serve as the City's Chief Prosecuting Attorney. As Chief Prosecutor, the incumbent will lead a team of experienced prosecutors and paralegals in a fast-paced, caseload-intense environment as the team prosecutes misdemeanors and infractions, pursues and defends appeals, advises the City's Police Department, prosecutes forfeitures, and prepares criminal ordinances. The Chief Prosecutor will play a lead role in continuing to collaborate to improve our criminal justice programs and processes. The incumbent will be responsible for managing prosecution operations and carrying an active caseload.**

**Applicants must be admitted to practice and be in good standing with the Washington State Bar Association. The applicant must have a minimum of seven years of prosecutorial experience and one year of supervisory experience in the legal field, though in place of supervisory experience, the incumbent may possess any combination of relevant experience which would demonstrate the individual's knowledge, skill, and ability to effectively perform supervisory duties and responsibilities.**

**\*\*A cover letter and resume are required with your online application in order for your application to be considered complete. *Please note, uploading your resume to auto-fill portions of the application does not automatically attach it to your application. Incomplete applications will not be considered for this position.* You cannot attach documents to your application after it has been submitted. If you have any questions or concerns regarding**

**your online application, please call our office at (253) 856-5270 and we will do our best to assist you.\*\***

**SALARY RANGE:**

\$102,504- \$145, 968 annually

**GENERAL PURPOSE:**

Under the supervision of the City Attorney or designee, serve as the Chief Prosecuting Attorney for the City of Kent. The Chief Prosecuting Attorney is responsible for the management and operation of the Prosecution Division. This includes: all aspects of prosecuting and supervising the prosecution of criminal misdemeanor cases and infractions from case review and filing through trial and appeal; supervising prosecuting attorneys and all other Prosecution Division staff; developing prosecution policies and practices; and providing training and education for police officers and legal, governmental, and community groups.

Work is characterized by a variety of professional legal services, such as analyzing, evaluating, and preparing cases for filing and court hearings; and researching and preparing court documents, briefs, motions, opinions, ordinances, and legislation. The Chief Prosecuting Attorney is also responsible for managing all criminal cases filed by the city; and supervising prosecuting attorneys and paralegals by setting goals and policies, establishing processes, assigning tasks, monitoring workload and performance, conducting performance evaluations, and recommending corrective action when appropriate.

Work is performed under managerial direction. The supervisor provides the employee with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice, and/or objective.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Serve as the Chief Prosecuting Attorney with responsibility for the prosecution of all misdemeanor cases and traffic infractions within the City of Kent.

Prosecute criminal misdemeanor cases. Responsibilities include analyzing facts and evidence; filing cases that meet filing standards; researching legal precedent; developing appropriate arguments; preparing briefs; interviewing witnesses; litigating cases from filing through conviction and appeal; and negotiating resolutions.

Supervise prosecuting attorneys, paralegals, and other staff in the Prosecution Division in accordance with the city's policies, procedures, labor contracts, applicable laws, and its vision, mission, and values. Responsibilities include, but are not limited to, setting the Prosecution Division's goals and policies; establishing processes for the efficient performance of work; planning, assisting, directing, and evaluating work in progress through completion; appraising performance; recommending promotion and disciplinary action; addressing complaints;

resolving problems; approving/scheduling sick leave and vacation time; training employees; and assisting in interviews and making recommendations for hiring new employees.

Assist prosecuting attorneys and support staff with professional development. Responsibilities include, but are not limited to, mentoring; coaching; training; and leading by example.

Recruit and supervise Rule 9 externs and interns. Responsibilities include, but are not limited to, selecting Rule 9 externs and interns; setting goals; assisting, directing, and evaluating work; appraising performance; and providing training.

Develop and implement procedures and policies designed to improve prosecution and victim support systems.

Prepare and analyze statistical information regarding resources, case filings, and case outcomes, and develop and adjust policy as warranted.

Provide legal advice and training to the Police Department concerning criminal procedural matters including search and seizure, the management and disposition of evidence, and other matters as needed.

Perform or supervise the performance of appellate work. Prepare and or review briefing filed in superior court, the court of appeals, and the Supreme Court, and prepare or review the preparation of arguments before the appellate courts.

Perform or supervise the performance of drug forfeiture hearings.

Prepare and draft ordinances, policies, correspondence, and other legal documents and instruments, and occasionally prepare and draft resolutions and contracts.

Respond to public inquiries, public records requests, and complaints.

Provide information and assistance to the community or refer the community to appropriate county, state, federal, or support agencies or systems.

Perform training for members of Washington State Association of Municipal Attorneys, Washington Association of Prosecuting Attorneys, and other prosecutorial organizations.

Prepare or supervise the preparation of legislation, review legislation, and testify before the legislature when appropriate.

Provide assistance on civil matters as necessary.

Establish, maintain and encourage productive working relationships with City Administration, the Police Department, the Kent Municipal Court, the public defender, and others. Work directly with the Kent Municipal Court to find efficiencies in the processing of cases.

Actively support the vision, mission, values of the City and the department.

Perform other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

KNOWLEDGE OF:

- State and federal Constitutions, state criminal code, and criminal law and procedure
- Domestic violence prosecution strategy, methodology, and implementation
- Victim advocacy, safety planning, crisis intervention and domestic violence education and victim advocacy
- Methods, principles, and practices of effective conflict resolution
- Principles, practices, and procedures of criminal law including court procedures and rules
- Rules of Professional Conduct
- Municipal government organizational structure, operations, policies, objectives, and jurisdiction
- Legal research methodology
- Legality and preparation of various documents and instruments
- Supervisory principles and practices as well as effective management strategies
- Personal computers and computer programs, specifically Microsoft Office products

SKILLED IN:

- Effectively and productively working with, interacting with, and developing trust with diverse communities including those of all races, ages, national origins, abilities or disabilities, and sexual orientations, particularly with protected classes, underrepresented groups, and immigrant communities
- Leading a diverse group of individuals to achieve a common goal
- Managing personnel to maintain a professional, productive, and pleasant workplace
- Organizing, analyzing, and evaluating case facts, evidence, and legal precedent

- Case preparation and litigation techniques, including preparation and delivery of written and oral arguments
- Correct usage of English grammar, spelling, punctuation, and vocabulary
- Professional, high quality oral and written communication skills
- Effectively using interpersonal skills in a tactful, patient and courteous manner
- Performance of effective and thorough legal research and investigation
- Working independently with minimum supervision and make decisions with broad guidelines
- Meeting schedules and timelines

ABILITY TO:

- Serve as Chief Prosecuting Attorney for the City
- Manage, train, and evaluate personnel promptly and effectively
- Analyze situations accurately and adopt an effective course of action
- Analyze, organize, and evaluate case facts, evidence, and legal precedent
- Read, interpret, apply, and explain codes, rules, regulations, policies, case law, and procedures
- Establish and maintain cooperative and effective working relationships with others
- Appear in court proceedings and professionally represent the City's interests
- Communicate effectively and professionally, both orally and in writing
- Effectively present information to management, elected officials and the community
- Work evenings and/or long flexible hours as needed
- Prepare documents using Microsoft software
- Evaluate policies and practices; define problem areas; develop and direct practices to improve operations

- Effectively and productively work with, interact with, and develop trust with diverse communities including those of all races, ages, national origins, abilities or disabilities, and sexual orientations, particularly with protected classes, underrepresented groups, and immigrant communities
- Work effectively on several projects concurrently
- Maintain confidentiality
- Develop and implement mission, strategic goals, and objectives for the Prosecution Division

**MINIMUM EDUCATION AND EXPERIENCE REQUIRED:**

Education: Graduation from an accredited law school with a Juris Doctor degree or completion of an approved Washington APR 6 program; and

Experience: Seven (7) years of prosecutorial experience and one (1) year of supervisory or management experience in the legal field;

Or: In place of the supervisory experience, the incumbent may possess any combination of relevant skills or experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential supervisory duties and responsibilities.

**LICENSES AND OTHER REQUIREMENTS:**

- Active membership in good standing with the Washington State Bar Association
- Must successfully pass the City's pre-employment fingerprinting and background check; subject to periodic re-evaluation during course of employment.
- Valid Washington State Driver's License, or the ability to obtain one within thirty (30) days of employment and maintain an acceptable driving record
- Multilingual desirable

**MACHINES, TOOLS, AND EQUIPMENT USED:**

Typical business office machinery and equipment are used including, but not limited to a computer, telephone, and copy/fax machine.

**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.

While performing the duties of this job, the incumbent is regularly required to talk or hear with or without mechanical assistance; use hands to finger or handle objects, tools or controls; and occasionally required to lift and/or move up to 25 pounds with or without assistance. Specific vision abilities required by this job include, with or without corrective lenses, close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

**WORKING CONDITIONS:**

Work is performed in offices, public forums, and the courtroom environment with occasional work from home when required by emergency or pandemic-related circumstances. The incumbent may be exposed to individuals who are irate, distraught, or hostile. The noise level in the work environment is usually moderate.

The City of Kent is an Equal Opportunity Employer.

## Application Instructions

Please click on the link below to apply for this position. A new window will open and direct you to apply at our corporate careers page. We look forward to hearing from you!

**Apply Online**

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**Posted:** 2/22/2021

**Job Status:** Full Time

**Job Reference #:** R162

***The City of Kent gives equal consideration and treatment to all employees and applicants for employment on the basis of qualifications and merit, without unlawful discrimination based on race, creed, color, national origin, families with children, sex, sexual orientation, gender expression or identity, religion, age, marital status or military status.***

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COMMUNITY

