

WASHINGTON

DEPUTY PROSECUTING ATTORNEY I - III

\$74,220 - \$133,200

Plus Excellent Benefits

Apply by

April 16, 2023

This position is Open Until Filled. Applications will be reviewed as submitted.

PROTHMAN



KITTITAS COUNTY, WASHINGTON



Situated in central Washington between the foothills of the stunning Cascade Mountains and the mighty Columbia River, Kittitas County is home to

roughly 41,000 residents who enjoy limitless activity and recreation opportunities year-round. Kittitas County is made up of several cities and communities including Ellensburg, Easton, Kittitas, Ronald, Roslyn, Snoqualmie Pass, Cle Elum, South Cle Elum, Thorp, Vantage, Liberty, Suncadia, Teanaway, and Thrall.

Ellensburg, the largest city and county seat of Kittitas County is home to over 18,000 residents including 11,000 students who attend Central Washington University; home of the Wildcats. Ellensburg is well known for its friendly residents and rural lifestyle, along with summer music festivals, seasonal Farmer’s Markets and the yearly Ellensburg Fair and Rodeo. The area is also graced with miles of trails for biking, hiking, wildlife viewing, and horseback riding. The Yakima River hugs the southwestern border of Ellensburg and provides riverfront views from parks and golfing at the Ellensburg Golf and Country Club as well as fly fishing and guided fishing trips. With over 200 days of sunshine each year, Ellensburg allows for an abundance of activities regardless of the temperature.

Following the Yakima River roughly 30 minutes to the West, the smaller cities of Cle Elum and Easton have a closer proximity to the Wenatchee National Forest, offering a colder climate than the central Kittitas/Ellensburg area.



This allows for residents and visitors alike to enjoy more year-round recreational activities including numerous golf courses, lake and river sport fishing and boating, cross country skiing, snowboarding, snow shoeing, snowmobiling, hiking, climbing, backpacking, and camping.

Other local attractions including the Suncadia Resort, the Basalt Columns, Palisades to Palouse State Park, and Swiftwater Cellars Winery bring in thousands of tourists each year. Tourism continues to boost the economy year-round where residents and visitors can also enjoy unique antique and specialty shopping, and many exceptional restaurants throughout the whole County. Continuing west on Interstate-90 just an hour from Ellensburg, the Summit at Snoqualmie Pass provides more winter activities for avid alpine skiing and snowboarding, Nordic skiing, and winter tubing from four base areas and 21 chairlifts.

THE COUNTY

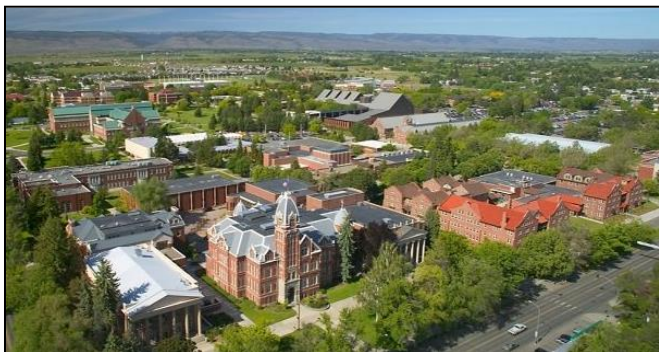
Kittitas County is governed by a three-member Board of Commissioners serving overlapping four-year terms, with each Commissioner representing one of three districts. The Commissioners serve as the Executive Branch and perform legislative and quasi-judicial functions of the County. The Board of Commissioners is responsible for approving ordinances, adopting the County budget, setting standards for the use of County property, and appointing non-elected officials, boards, commissions, and committees. The County operates from 26 departments on a 2022 budget of \$141,269,754 with 320 full-time employees, 13 part-time employees, 14 elected officials, and 60 temporary or seasonal employees.

THE DEPARTMENT

The Kittitas County Prosecutor's Office has major responsibilities as a legal adviser, a prosecutor of criminal matters and as legal counsel for the county in civil cases. The Prosecutor's 2022 budget was \$2.6 million, and the department operates with 26 FTEs. The Prosecuting Attorney's Office is made up of two divisions – the Civil Division and Criminal Division. The Civil Division of the Prosecuting Attorney's Office serves as the attorney for Kittitas County, providing legal advice and representation to the County elected officials, departments, and independent boards and commissions. The work of the Civil Division covers a broad array of subject areas such as land use planning and growth management, county administration, taxation, public works, utilities, real estate, code enforcement, personnel, purchasing and procurement, public health and social services, public disclosure, and risk management. The Civil Division consists of five deputy prosecuting attorneys, and two legal assistants.

The criminal division receives referrals from law enforcement agencies to review for possible criminal charges. While the Prosecuting Attorney has authority to file charges for any criminal offense in Kittitas County, the office currently receives referrals only for the following:

- All felony offenses which are alleged to have occurred anywhere in Kittitas County.
- All misdemeanor and gross misdemeanor offenses alleged to have occurred in the unincorporated areas of Kittitas County
- All juvenile offenses (those committed by a person under the age of 18) alleged to have occurred anywhere in Kittitas County
- All traffic infractions issued by any state agency including the Washington State Patrol where the infraction is alleged to have occurred in Kittitas County.



Deputy Prosecutors in the Criminal Division are often called to crime scenes and routinely work closely with investigators providing advice and assistance with legal procedures such as obtaining search warrants or authorizations to intercept and record conversations. The Criminal Division consists of five deputy prosecuting attorneys, four legal assistants, one paralegal and two crime victim advocates. The Prosecuting Attorney's Office recognizes that the effects of crime can be profound, and recovering from crime can take time, and we believe that victims and witnesses deserve to be treated with dignity, respect. The criminal justice process is often unfamiliar and sometimes confusing.

THE POSITION

While the Prosecutor's Office handles both civil and criminal matters, Kittitas County is seeking experienced Deputy Prosecutors to handle a felony caseload. Under the general direction of the Chief Criminal DPA, this position is responsible for criminal prosecutions in Kittitas County. The County is seeking professionals with a dedication to victim-centric prosecution and a commitment to a safe community. The DPA must maintain courteous and cooperative working relationships with administrative and other County personnel, agencies, and the public, and work under the guidance of Local/State/Federal regulations, and County policies and procedures. For a full job description and to view all responsibilities, please view the attachment found [here](#).

IDEAL CANDIDATE

Education & Experience:

- A Juris Doctorate degree from an accredited law school OR successful completion of the Rule 9 program, followed by admission to the Washington State Bar.
- Valid WSBA number/license.
- Valid Washington State driver's license.

A criminal history and background check to include fingerprinting will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

Position Designation Requirements:

Deputy Prosecutor I

0 - 5 years of experience as a licensed attorney.

Deputy Prosecutor II

5 – 10 years of experience as a licensed attorney.

Deputy Prosecutor III

10 or more years of experience as a licensed attorney.

Required Knowledge, Skills, and Abilities:

- Excellent written and oral communication skills.
- Ability to set priorities; work with law enforcement, other criminal justice personnel and clerical personnel; follow the rules of court; maintain professionalism; and provide service to the public daily. Communicate professionally and respectfully, both verbally and in writing.
- Knowledge of applicable statutes, common law, case law, and procedural rules.
- Maintain proper documentation in the courtroom setting.
- Maintain interpersonal relationships in a small office environment by treating peers and staff with respect, being mindful of communication styles and adjusting to fit the needs of the office environment.
- Be familiar with and abide by the Rules of Professional Conduct for attorneys.
- Proficient with computers including Microsoft Office programs and possess the ability to learn other programs specific to the office or County.

COMPENSATION & BENEFITS

- **\$74,220 - \$133,200 DOQ**
- Health, dental, and vision insurance. Base plans covered in full by the County for employee and family.
- Employee Assistance Program.
- \$12,000 basic life insurance and base long term disability coverage covered by the County for employee.
- Optional Life Insurance, AD&D, Short-term and Long-term Disability Buy-Up.
- Optional Group Home and Auto Insurance.
- Washington PERS.
- Optional 457 Deferred Compensation.
- Vacation Leave. (14 hours/month)
- Sick Leave. (8 hours/month)
- 11 Paid Holidays.
- Personal Holiday.
- Bereavement Leave.
- Jury Duty Leave.
- Family and Medical Leave. (FMLA)
- State Paid Family & Medical Leave. (PFML)
- Occasional work-from-home time allowed at the discretion of the Elected Prosecutor.
- Student loan forgiveness under the Public Service Loan Forgiveness Program.
- Relocation assistance available for the ideal candidate.

**For more information on
Kittitas County, please visit:**

www.co.kittitas.wa.us

Kittitas County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 16, 2023**. This position is Open Until Filled. Applications will be reviewed as submitted. Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Kittitas County, WA – Deputy Prosecuting Attorney**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050