



KITSAP COUNTY
invites applications for the position of:
**DEPUTY PROSECUTING
ATTORNEY 2**

SALARY: \$77,750.40 - \$107,203.20 Annually

OPENING DATE: 09/08/17

CLOSING DATE: Continuous

OVERVIEW:

The Kitsap County Prosecuting Attorney-Civil Division seeks to hire a WSBA licensed attorney to practice employment, labor, and workers' compensation law. The Civil Division serves as the legal advisor to county officials and their departments and represents the county in litigation. The successful candidate will serve as the primary legal advisor to the Kitsap County Sheriff in matters such as collective bargaining, discipline and discharge, wage and hour laws, family medical leave, civil service, and discrimination laws. In addition, the candidate will represent the County in grievance and interest arbitration, employment litigation, and workers compensation matters. Five years' experience in public sector labor matters and/or advising in human resource matters is preferred.

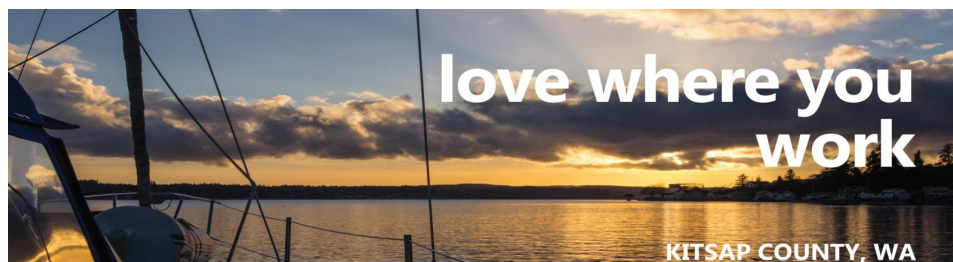
Appointed positions in this classification are at-will and the incumbents' continued employment with the County is at the discretion of the elected Prosecutor. The appointment of an incumbent in a position in this classification may be revoked at any time with or without cause and without right to appeal.

Please submit a cover letter, resume, and writing sample with your application.

Prosecuting Attorney's Office
Pursuing Justice with Integrity and Respect

Responsibilities of the Kitsap County Prosecuting Attorney's Office, Civil Division:

- Providing legal advice to all elected officials and county departments and defending or prosecuting civil cases on behalf of county government.



**QUALIFICATIONS FOR PERFORMANCE OF THE ESSENTIAL FUNCTIONS:
Required Education and Experience**

- Juris Doctorate degree from a law school accredited by the American Bar Association
- Licensed and in good standing by the Washington State Bar Association
- Admission to practice before state and federal courts

Prior to employment the successful candidate must:

- Pass a criminal history background and driving record check through law enforcement agencies.

(This position requires a security clearance. A thorough background check through law enforcement agencies and previous employers will be conducted on all applicants based on information supplied on the application and supplemental questionnaire. Kitsap County reserves the right to independently determine the applicant's prior criminal conviction record within the last ten years.)

Successful candidates will have knowledge of municipal and civil law, rules of the Court, the structure and operations of local government, and the ethical and professional responsibilities of an attorney. Must have skill in legal research, as well as the ability to maintain a professional demeanor and handle a substantial volume of litigation and/or advisory responsibilities.

ILLUSTRATIVE EXAMPLE OF DUTIES:

Illustrative Example of Duties:

- Represent the County in civil litigation in Superior Court, the State Court of Appeals and Supreme Court, Federal District Court, Federal Court of Appeals and administrative tribunals.
- Meet with and advise County officials and departments, as well as other public agencies for which the Prosecuting Attorney provides legal representation under contract, on all legal matters, and prepare memoranda of opinion.
- Review or draft legal documents, such as contracts, deeds, leases, resolutions, and ordinances.
- Advise assigned County clients on recent developments in the law that affects them.
- Evaluate evidence and present same in fact-finding hearings.
- Advise on and respond to requests made under public records laws.
- Advise on and represent clients in public sector labor law, worker's compensation, and employment litigation.

OTHER POSITION RELATED INFORMATION:

Positions in the classification are:

- Classified as exempt from overtime under the Fair Labor Standards Act (FLSA)
- Are non-represented and covered under the Kitsap County Personnel Manual
- Classified as "at will." Incumbent's continued employment is at the discretion of the Elected Official

Starting salary will depend on qualifications

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/kitsap>

Position #2017-DPA2
DEPUTY PROSECUTING ATTORNEY 2
KS

614 Division St, MS#23A
Port Orchard, WA 98366
360.337.7185

cmackie@co.kitsap.wa.us

DEPUTY PROSECUTING ATTORNEY 2 Supplemental Questionnaire

- * 1. I certify that I have read the complete job classification for this position and I am able to perform the essential functions of this position, with or without reasonable accommodations.
 YES
 NO
- * 2. I understand that all related experience must be listed under the Work Experience section of this application and that it must include a detailed explanation of my roles and responsibilities at each relevant employer. I also understand that resumes are not rated or reviewed for minimum and preferred qualifications and that an incomplete application or lack of details will disqualify my application. (Please note: The quality and completeness of the application will be considered in determining whether applicants will move to the next phase of the screening.)
 YES
 NO
- * 3. This position requires that you are a graduate from a recognized and accredited school of law, member of the the Washington State Bar Association, and admission to practice before Washington State Courts. Do you meet this requirement?
 Yes
 No
- * 4. Please provide your Washington State Bar Association number: *The position requires that you are an active member.

- * 5. Have you ever been placed on suspended or inactive status with the WSBA?
 Yes No

- 6. If you answered yes, that you have been placed on suspended or inactive status with the WSBA, please explain.

* Required Question