



City of SeaTac

## Full Time Contract Prosecuting Attorney

<b>CLASS CODE</b>	FTCPA	<b>SALARY</b>	\$57.45 - \$73.54 Hourly
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**ESTABLISHED DATE** March 17, 2025

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**The City of SeaTac** is seeking a WSBA licensed attorney to serve as a **temporary, full-time contract Prosecuting Attorney**. The anticipated contract term is currently 6 months. Municipal or District Court prosecution experience is preferred.

The 2025 salary range for a Prosecuting Attorney position with the City of SeaTac is \$57.45-\$73.54/hour DOE. This position is currently available as a temporary contract position only.

**Please submit a resume and letter of interest and any inquiries to: [cchenweller@seatacwa.gov](mailto:cchenweller@seatacwa.gov)**

### **BASIC FUNCTION:**

Under the direction of the City Attorney, serve as prosecuting attorney in all non-felony jury and bench trials and other court and administrative hearings regarding infraction, misdemeanor and gross misdemeanor cases and civil matters related to code enforcement and traffic infractions. Perform comprehensive and professional criminal legal services to include coordination with court, police, prosecuting authorities (local, state, federal) and criminal legal staff.

### **Representative Duties**

*All responsibilities listed under this section are considered essential functions of the job.*

- Serve as Prosecuting Attorney in all non-felony criminal cases filed by the City and felony cases declined by the King County Prosecuting Attorney; represent the City and appear in court for all non-felony court hearings, to include, arraignments, pre-trial, motions, jury and bench trials, sentencing, restitution, review hearings, and appeals. **E**
- Review police reports, and, as needed, request further police investigation to determine the proper charging decision for all cases submitted to the Legal Department. **E**
- Prepare documents relevant to criminal prosecution including complaints, memorandums, jury instructions, briefs, motions, protection orders, trespass orders, and filing decision declines. **E**
- Manage and organize case information, analyze pertinent case facts and evidence, research legal precedent and case law, persuasively communicate, present and argue relevant law before the court; conduct civilian and police witness interviews; request relevant evidence such as police reports. **E**
- Effectively manage a demanding caseload and efficiently handle multiple cases simultaneously; work effectively under pressure and with frequent interruptions; complete projects in a thorough and timely manner; show initiative in performing job duties. **E**
- Negotiate plea agreements; maintain professional and courteous relationships with all opposing attorneys. **E**

- Communicate with witnesses, victims, defense attorneys, and *pro-se* defendants, as needed; communicate and coordinate with court staff, City departments, probation officers, public defenders and other persons in matters related to criminal cases. *E*
- Communicate with police officers about City filing standards, case expectations, and evidence necessary for successful criminal prosecution; be available to answer questions as needed regarding pending or current cases; participate in trainings and rollcalls, as needed; maintain a courteous and professional relationship conducive to effective prosecution with local police agencies. *E*
- Communicate and coordinate with police officers, jail personnel, and the King County Prosecutor's Office for effective and efficient felony case referrals. *E*
- Prosecute contested civil infractions and code enforcement violations; communicate with and prepare the assigned code enforcement officers, civilian witnesses, police officers for contested hearing procedures and testimony. *E*
- Abide by the City's Customer Service Standards by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and all criminal prosecution participants. *E*
- Informs the City Attorney and/or Assistant City Attorneys on appropriate changes to be made to the City Code to conform to state laws and case law decisions. *E*
- Perform all other related duties as assigned. *E*

*E* denotes an essential function of the job

### **Knowledge, Skills and Abilities**

#### **KNOWLEDGE OF:**

- Local, state, and federal statutes, case law, and regulations relevant to criminal prosecution, including King County felony filing standards.
- Court rules and regulations relevant to criminal prosecution, to include Evidence Rules, Criminal Rules for Courts of Limited Jurisdiction, Rules for Appeal of Decisions of Courts of Limited Jurisdiction, Rules of Appellate Procedure, and Infraction Rules for Courts of Limited Jurisdiction.
- Duties, powers, authorities, and limitations of a Prosecutor, including Rules of Professional Conduct and standards of ethical behavior.
- Principles, practices, and procedures of criminal law including procedures and protocols for all court hearings described above.
- Case management procedures, tactics, and techniques.
- Legal research methods, techniques, sources, databases, and other research tools.
- Principles and protocols for the gathering of evidentiary information, documents, records, digital media, and other data that may be used in court as evidence.
- RCW 10.77 (Competency to Stand Trial) including competency evaluations, restoration treatment, Designated Crisis Responder evaluations, King County forensic navigators and programs such as LEAD, FPATH, FHARPS.
- State and local public resources including the SeaTac Municipal Court Resource Center.
- Probation/court support services and the ability to work collaboratively with the City's probation officer/case management specialist.
- Knowledge and experience working with interpreters both in court and in interviews/trials. Department of Licensing rules, practices, customs, record keeping and a working understanding of issues relating to licensing, suspensions/revocations, and ignition interlock devices.
- Municipal government organizational structure, operations, policies, objectives, and jurisdiction.
- City organizations, operations, policies, and objectives.

#### **SKILL IN:**

- Reading, understanding, interpreting, and applying City, state, and federal statutes, codes, and rules.
- Prosecuting cases in a courtroom, developing strategies, presenting legal arguments, and mediating legal issues.
- Using effective interrogative procedures and recognizing suspicions and deceitful behavior and speech patterns.
- Negotiation techniques and strategies.
- Reviewing and analyzing legal issues and documents.
- Researching and identifying precedence in case law.
- Using initiative and independent judgment within established guidelines.
- Establishing and maintaining effective working relationships and communication with court officials, co-workers, police officers, other prosecuting authorities, defense attorneys, community groups, regional organizations, and the public.
- Effectively representing the City in adversarial and stressful situations.
- Assessing and prioritizing multiple tasks, projects, demands, and deadlines.
- Effective communication, both orally and written.

#### ABILITY TO:

- Prepare and deliver oral presentations and arguments.
- Research, draft, and author briefs, opinions, memorandums, and motions.
- Analyze, evaluate, organize, and prepare case information.
- Organize and analyze case facts and legal precedents.
- Establish guidelines, and best practices for prosecuting criminal cases.
- Maintain confidentiality and operate with discretion as appropriate.
- Aid other attorneys in the office, as needed.
- Work effectively and efficiently under limited guidance and supervision.

#### **Required Education and Experience**

- Accredited law school Juris Doctorate (JD) Degree required.

#### **Licenses and Other Requirements**

- Current admission to the Washington State Bar Association.