Yakima County
Human Resources

Working Title: Attorney I-Extended
Department: Department of Assigned Counsel
Hours/Week: 40
Union: Non-Bargaining

Required Testing/Exercises:
Open Date: 2/12/2019
Close Date: 3/14/2019

Compensation: $5,277 - $5,609 per month DOQ
Application URL: https://careers-yakima.icims.com

Overview:

There is one opening for an Attorney I with the Yakima County Department of Assigned Counsel (Office of the Public Defender). The incumbent is responsible for providing professional legal indigent defense for clients in the District Court or Juvenile Court.

Attorney I ($5,277 - $5,609 per month, DOQ):
The incumbent typically practices in District court or Juvenile court with direct to close levels of supervision.

This recruitment may be used to fill future openings that may occur within 90 days of the posting date.

Responsibilities:

In Criminal Matters:

Evaluates each case and assesses its factual and legal sufficiency under the law at each stage of a criminal proceeding by reviewing police and other reports and analyzing all information available.

Evaluates strengths, weaknesses and facts of each case for purposes of additional investigation, plea negotiations, development of case strategy and trial preparation.

Coordinates or conducts case investigation for trial preparation as necessary. Arranges for tests of physical evidence, testimony of expert witnesses and interviews or directs interviews of witnesses as required. Interviews and confers with client regarding facts, plea discussions, trial, sentencing and progress of case and maintains client confidentiality.

Instigates or responds to plea bargaining negotiations with opposing counsel and represents the interest of the client.

Represents the client at preliminary appearances, arraignments, pre-trial motions, pleas of guilty, sentencing hearings and post-trial matters such as restitution hearings and sentence reviews/amendments.

Conducts all trial actions including: selection of jury, opening arguments, direct and cross examination, introduction of evidence and exhibits, preparation of jury instructions, closing arguments and post-trial motions.

Responds to individuals arrested who wish to consult with an attorney at critical stages of proceedings.

In Civil Matters:

Represents clients at all stages of the following civil matters and proceedings: civil commitment proceedings (except under RCW 71.09), civil contempt, truancy, and at-risk youth, and drug forfeitures.

In all civil matters, performs case evaluation, additional investigation, trial preparation, settlement negotiations, pre-trial motions, non-jury and jury trials and appeals as required.

Qualifications:

Education and Experience:
Admission to the Washington State Bar Association is required.

Employment offers are contingent upon successful completion of a background investigation, which may include fingerprinting. Must have a valid Washington State Driver's License and provide proof of insurance.

Equipment Operated:
Telephone, copy and fax machines, and personal computer. Must have the ability to drive personal and/or County vehicle, and travel to locations outside of the courthouse.

Working Conditions/Physical Requirements:
Positions in this class typically require: reaching, standing, mobility, fingering, talking, hearing, seeing and repetitive motions. Incumbent may be subject to travel or exposure to potentially violent or hostile individuals. Job is rated as Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. If the use of arm and or leg controls requires exertion greater than that for Sedentary Work and the worker sits most of the time.

Minimum Qualifications:
Knowledge of (position requirements at entry):

- The laws of the State of Washington, rules of evidence and procedure, and Washington Court rules;
- The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated in the class description and essential duties;
- The ethical and professional responsibilities of an attorney generally and for the field of assignment

Skills (position requirements at entry):

- Using a personal computer and related software applications, and operating basic office equipment;
- Performing legal research; analyzing and applying legal principles, statutes, constitutional provisions, facts, evidence and precedents to legal problems;
- Prioritizing work under varying conditions and effectively managing time;
- Finding solutions to problems and making decisions within the scope of responsibility and the law;
- Exercising sound judgment in consulting senior attorneys and supervisors with questions and concerns, and, in referring matters to others which are beyond the scope, knowledge or authority of the position.
- Working individually and cooperatively as a member of a team;
- Applying knowledge of the law in writing various documents, organizing evidence, drafting interview questions, presenting legal arguments, and legal and/or factual situations;
- Establishing and maintaining effective interpersonal relationships with co-workers, individuals involved in the court systems, media and diverse members of the public while maintaining focus on case and client interests;
- Maintaining confidentiality; and Communicating effectively, both orally and in writing, in clear concise language appropriate for the purposes involved and the parties addressed, including court appearances.

“AN EQUAL OPPORTUNITY EMPLOYER”
Minorities, Females, Protected Veterans and the Disabled are encouraged to apply.

Yakima County ensures equal employment opportunities regardless of a person’s age, color, creed, sensory, mental or physical disability, genetic information, marital status, national origin, political belief, race, religion, sex, sexual orientation, and military status, or any other protected status under federal or state statute.

PAY TRANSPARENCY NONDISCRIMINATION PROVISION
The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish the information.

Disabled applicants may request accommodation to participate in the job application and/or selection process for employment. Please contact Human Resources for further information.

Yakima County is a qualified Public Service entity for the Public Service Loan Forgiveness Program. For more information, go to http://studentaid.ed.gov/repay-loans/forgiveness-cancellation/charts/public-service or contact your federal loan servicer.

In compliance with the Immigration Reform and Control Act of 1986, Yakima County will hire only United States citizens and aliens lawfully authorized to work in the United States.