



## DEPUTY PROSECUTING ATTORNEY PROSECUTING ATTORNEY'S OFFICE Posting #23-10

### MASON COUNTY EMPLOYMENT OPPORTUNITY

**Internal posting with IAM/IWA-Prosecuting Attorney's Office bargaining unit is concurrent with posting for the public. Therefore, if a qualified candidate from within the bargaining unit applies, that person could be selected for the position.**

**Open: February 1, 2023**

**Review Date: February 15, 2023**

**Open Until Filled**

**Monthly Salary: I \$5,622-\$6,683 II: \$6,849-\$8,142**

*Employee Medical, Dental, and Vision, Basic Life Insurance and AD&D ~ Washington PERS ~ Optional Deferred Compensation Plans ~ 12 Paid Holidays ~ 2 Paid Personal Holidays ~ 12 Vacation Days ~ 96 Hours of Sick Leave*

**JOB SUMMARY** (Full position description is available. Please contact Human Resources. Contact info. below) Provides legal representation to prosecute a broad range of difficult and complex criminal cases in District, Juvenile, or Superior Court including bench and jury trials of felonies, gross misdemeanors, misdemeanors and violations that occur in Mason County. Appointment to the position and requirements of the position are in accordance with RCW 36.27.040.

**EXAMPLES OF DUTIES** (Any one position may not include all duties listed, nor do the examples include all tasks that may be performed in positions of this class)

Washington State criminal and civil law and related local statutes, ordinances, case law, and procedures.

Duties and responsibilities of the Prosecuting Attorney's Office.

Principles, methods, and practices of legal research and investigation. Judicial procedure and rules of evidence.

Conduct legal research, analysis, and investigation of criminal or civil cases. Plan, prepare, present, and conduct case strategies for trial.

Interpret and explain codes, statutes, ordinances, and procedures.

Manage heavy caseloads and maintain appropriate records, logs, and case files.

Establish and maintain effective working relationships with employees, other agencies, and the general public.

Communicate effectively, both orally and in writing.

Physically perform the essential functions of the job.

### **EDUCATION / EXPERIENCE**

Juris Doctor Degree, Valid drivers license and member in good standing of the Washington State Bar Association

### **APPLICATION & SELECTION PROCESS**

Applicants are required to submit a Mason County Application. The completed application may include additional pages of employment history using the application format, and a resume may be attached. The completed application will be used as the primary document to determine if minimum qualifications are met for this recruitment. Misrepresentation, incomplete, or inaccurate entries may be the cause of application rejection, removal from the employment list, or discharge from county service. Applicants will be screened based upon education and experience, and the top candidates will be scheduled for interviews. Selection factors will include demonstrated knowledge and abilities for the particular position. **Only those candidates chosen for interviews will be contacted.** Please read the reverse side for additional information. *This selection process may be subject to change.*

#### **Return Applications to:**

Mason County Human Resources

**Mailing Address** - 411 North 5<sup>th</sup> Street, Shelton, WA 98584

**Physical Address** - 423 North 5<sup>th</sup> Street, Shelton, WA 98584

[humanresources@masoncountywa.gov](mailto:humanresources@masoncountywa.gov)

Phone-(360) 427-9670 X 290

**This information does not constitute an expressed or implied contract or offer of employment. Any provision contained herein may be modified and/or revoked without notice.**

**Application Instructions** – Carefully read the posting and note the minimum qualifications and the selection process. Please indicate all relevant education and experience on the application. A County application is always required and is utilized as the primary document to determine if the applicant meets the minimum qualifications. Resumes can be included as a supplement but cannot be used in lieu of completing the application. Applications must be entirely completed, and “see resume” will not be acceptable. Applicants applying for more than one position must complete a separate application for each position. Applications must be signed and dated, and returned to the Human Resources Department on or before the closing date. Completed applications should be submitted or mailed to: Mason County Human Resources, 411 North Fifth Street, Shelton, WA 98584, [humanresources@masoncountywa.gov](mailto:humanresources@masoncountywa.gov). Mailed applications must be postmarked no later than the closing date. Applicants should keep a copy of their completed application.

**Applicant Qualifications** – All candidates must meet minimum requirements. Often, the most competitive applicants will possess qualifications far exceeding the required minimum. If a large number of applications are received, only the most qualified applicants will be involved in the selection process.

**Authorization to Work** – Successful candidates must present documentation proving authorization to work in the United States (as required by federal law).

**Work Environment** – Mason County maintains a drug-free work environment and prohibits smoking in all County buildings.

**“At-will” Positions** – Some positions are considered “at-will” or at the pleasure of the employer. Therefore, the County does not need to establish “just cause” or “cause” to terminate the employment relationship. Selection to at-will position does not create or constitute an employment contract or agreement.

**Affirmative Action/Equal Employment Opportunity** – Mason County is an equal opportunity employer, committed to fair employment practices and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran’s status, disability, or any other bias prohibited by federal, state or local law.

**Accommodation** – Applicants with a disability requiring accommodation during the selection process should notify the Human Resources Department at (360) 427-9670 Ext. 290.

**Health Insurance** – Regular full-time employees and their qualifying dependents are eligible for medical, dental, vision, and life insurance coverage. Some regular part-time employees may receive the same coverage. Employees may partially contribute premiums depending upon the type of coverage selected.

**Paid Leave** – Sick leave, holidays, and vacation are provided in accordance with the County policy or union contracts. Vacation accrual rates increase at regular intervals based on length of service with the County.

**Retirement Plan** – All regular Mason County employees are enrolled in the Washington State Public Employee’s Retirement System (PERS, PSERS or LEOFF). The County and employees contribute jointly to the plans.