

OPEN



**LEGAL INTERN
(Rule #9)
Posting No. 09-037**

**SPOKANE
COUNTY
HUMAN
RESOURCES
DEPARTMENT**

EMPLOYMENT OPPORTUNITY

OPENING DATE: March 16, 2009
CLOSING DATE: Continuous (cut-off dates are each Friday at 4:30 p.m.)
FLSA STATUS: Non-Exempt

SALARY RANGE: \$11.73 - \$15.80/hour
DEPARTMENT: Public Defender
Prosecutor

WHO MAY APPLY (OPEN)

This recruitment is open to all applicants meeting the minimum requirements.

Note: This posting may be used to fill extra-help vacancies, as they occur, in both the Public Defender and Prosecuting Attorney's Offices. Current vacancy is in the Prosecutor's department working closely with the domestic violence unit.

HOW TO APPLY

Submit the following required materials:

- Spokane County Employment Application
- Resume
- Cover Letter

EXAMPLES OF DUTIES

Obtains police reports and records; contacts and interviews witnesses; researches legal questions and prepares legal documents; prepares cohesive presentation for legal argument at trial.

Conducts initial interview of client; discusses facts concerning the case; explains legal aspects of the charge and possible consequences; discusses possible trial tactics.

Represents a client or prosecutes cases in court before a judge and/or jury including pre-trial and post-trial hearings, motions and orders.

Keeps individual client files up to date.

Performs other related duties as required.

MINIMUM REQUIREMENTS

TRAINING AND EXPERIENCE:

Possession of a limited license to practice in accordance with the admission to practice rules of the Washington State Bar Association.

LICENSE: Possession of a Legal Intern license.

SELECTION FACTORS

Knowledge of:

- the basic concepts of law.
- team management and quality improvement concepts.

Some knowledge of:

- Washington statutes relating to criminal law, evidence and criminal procedure.
- legal procedure.

Ability to:

- conduct comprehensive and thorough research.
- provide effective and quality legal representation with full knowledge of case facts and controlling law.
- communicate effectively orally and in writing.

BEHAVIORAL STANDARDS

Respectful, courteous, and friendly to customers, other County employees, and County leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Gets along with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors.

See other side for important additional information

**1229 WEST MALLON, SPOKANE, WA 99260-0230
Phone: (509) 477-5750 • TDD Available • Fax: (509) 477-5642
JOB HOTLINE: (509) 477-JOBS www.spokanecounty.org**

EQUAL OPPORTUNITY EMPLOYER

DRUG FREE WORK ENVIRONMENT

SELECTION PROCESS:

Initial screening will be based solely on the information contained in your Spokane County Employment Application. If you meet the minimum requirements, the hiring authority may review your qualifications as presented in your application materials. The hiring authority may interview top candidates. This process subject to change.

All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the closing date. Postmarks will not be accepted.

NOTES

For some positions, joining the Union may be a condition of employment pursuant to the exception as noted in RCW 41.56.122(1) and any other rights afforded by law. Changing bargaining units within the county work force may incur a change in the employee's benefits.

Spokane County is an "at will" employer. All positions are considered "at will" or "at the pleasure" of the hiring authority unless specified otherwise in specific labor agreements. Such positions can be terminated with or without cause at any time by the hiring authority. No employee of Spokane County has the authority to make any oral or written agreement altering any "at will" relationship.

Spokane County strives to satisfy all requests for reasonable accommodation from persons with disabilities. Requests for accommodations should be made in advance and addressed to the Human Resources Director at 477-5750.

