

OPEN



ATTORNEY 1-2

Posting No. 4105

(updated 11.4.08)

SPOKANE
COUNTY
HUMAN
RESOURCES
DEPARTMENT

EMPLOYMENT OPPORTUNITY

OPENING DATE: Continuous
CLOSING DATE: Continuous
(closes each Friday at 4:30 p.m.)
FLSA STATUS: Exempt

SALARY RANGE:
Attorney 1: \$4,194 - \$4,896/month
Attorney 2: \$5,149 - \$6,948/month
DEPARTMENT: Open List

WHO MAY APPLY

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

Note: Qualified applicants will remain on the eligibility list for 9 months.

HOW TO APPLY

Submit the following materials to Human Resources for consideration:

- Spokane County Employment Application
- Supplemental Application
- Resume

EXAMPLES OF DUTIES

Attorney 1

Assists or independently represents the County or a client in court, at trials, hearings arraignments, depositions; files legal documents and papers; interviews witnesses, plaintiffs, victims, and/or clients/suspects. Evaluates the facts of specific cases or assignments.

Conducts legal research, provides legal opinions or memorandums and drafts deeds, leases, contracts and correspondence.

Responds to inquiries by citizens or their representatives.

Performs other related duties as required.

Attorney 2

As an attorney in the juvenile section, represents the County or a client in court, at hearings, arraignments, depositions, sentencing and violation hearings on conditions of community supervision, termination of diversion agreement hearings, declination hearings, warrants to be issued (arrest and bench) and detention hearings; in the Clerk's office, files legal documents and papers, in the office, reviews assigned cases for probable cause, researches criminal histories,

determines points compiled by juveniles for the offense and standard range for sentencing, prepares briefs and memorandums for appeal proceeding.

As an attorney in the felony section, signs up new cases; conducts legal research; dictates resumes, prosecutor's statements and interstate witness subpoenas, serves as liaison with Child Protective Services; prepares for and appears in court for guilty pleas and probation hearings; represents the State or plaintiff at arraignments, trials, sentencing and all pre-trial and post-trial hearings, including appeals in Court of Appeals and State Supreme Court.

As an attorney in the civil division, provides written and oral legal opinions to County departments; drafts deeds, leases and contracts; is involved in discovery for trial preparation including depositions, document research and interrogations; answers inquiries from private citizens or their attorneys; prepares pleading, motions, orders and other court papers; argues cases and motions in court or before an administrative body; reviews/settles municipal claims.

Performs other related duties as required.

MINIMUM REQUIREMENTS:

Attorney 1: Graduation from an accredited law school. One year of prior experience as a law clerk or legal intern is preferred.

LICENSE: Member of the Washington State Bar Association.

Attorney 2: Graduation from an accredited law school or equivalent and experience at the level of Attorney 1.

See other side for important additional information

1229 WEST MALLON, SPOKANE, WA 99260-0230

Phone: (509)477-5750 • TDD Available • JOB HOTLINE: (509) 477-JOBS www.spokanecounty.org

EQUAL OPPORTUNITY EMPLOYER

DRUG FREE WORK ENVIRONMENT

LICENSE: Member of the Washington State Bar Association

MINIMUM REQUIREMENTS: Continued:

Promotion from an Attorney 1 to an Attorney 2 is determined by an affirmative recommendation of the department.

SELECTION FACTORS

Attorney 1

Knowledge of

- principles and practices of criminal or civil law as required by the position.

Some knowledge of:

- judicial procedures and rules of evidence.

Ability to:

- analyze, evaluate and organize facts, evidence and legal procedures and to present information orally and in writing in a clear and logical form.
- analyze and prepare a variety of legal documents and instruments.
- establish tactful, effective and non-judgmental relationships with the public and parties affected by the court and administration.

Attorney 2

A working knowledge of:

- principles and practices of criminal or civil law as required by the Prosecutor's or Public Defender's office and the positions.

Considerable knowledge of:

- judicial procedures and rules of evidence.

Ability to:

- analyze, evaluate and organize facts, evidence and legal procedures and to present information orally and in writing in a clear and logical form.

- analyze and prepare a variety of legal documents and instruments.
- establish tactful, effective and non-judgmental relationships with the public and parties affected by the court and administration.

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.

SELECTION PROCESS:

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

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.

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 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.

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