



DIVISION CHIEF/SENIOR SUPERVISING ATTORNEY

Department: Assigned Counsel
Job Class #: 210000
Pay Range: Legal 05

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class and are **not** intended to reflect all duties performed within the job.

GENERAL FUNCTION: Employees in this classification are responsible for the administration and operation of three divisions within the Department of Assigned Counsel. This job classification requires highly complex, high-level professional work in the field of providing indigent legal defense services, the ability to supervise a large number of attorneys and manage the day-to-day operation of one of three divisions within the Department of Assigned Counsel. The three divisions include: 1) Juvenile Division (Delinquency/Dependency); 2) Misdemeanor Division; and 3) Superior Court Division (Adult Felony/Civil Commitment).

The Division Chief position includes the day-to-day supervisory and operational responsibility for all issues arising in the division as well as the duties of a County Attorney 1, 2, 3, and 4. This position works under the direction of the Chief Deputy and Department Director to set policy regarding the daily activities of the division. The Division Chief will, in addition to administrative and supervisory duties, be called upon to represent clients charged with more/most complex adult felony cases.

SERIES CONCEPT: This classification is distinguished from the County Attorney 4 classification by having supervisory responsibilities over a large number of attorneys and managing the day-to-day operations of an entire division of the Department of Assigned Counsel. This position additionally handles the most complex legal defense issues of the division as well as more/most complex adult felony cases.

ESSENTIAL FUNCTIONS:

- Act in a supervisory capacity for other attorneys at the County Attorney 1, 2, 3 and 4 levels.
- Ensure consistent interpretation and application of laws, rules, policies and procedures.
- Responsible for the day-to-day operation and management of an entire division.
- Assist Chief Deputy and Department Director in formulating operational procedures and policies for the Division.
- Assist the Chief Deputy and Department Director in setting Division goals and make recommendations for hire to fulfill those goals.
- Supervise and coordinate activities of a designated unit. Determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.

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- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Provide input to the Chief Deputy and Department Director about staff performance, employee development, evaluations, corrective action, promotion and/or disciplinary issues.
- Monitor and provide statistical information and progress reports on performance goals for the Division.
- Assist Chief Deputy and Department Director in preparing, presenting and monitoring annual budget for the Division.
- Act as mentor to County Attorneys 1, 2, 3, and 4 by actively conveying skills and knowledge.
- Consult with staff within the Division for legal and strategic advice.
- Ensure effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Ensure consistent interpretation of laws, rules, policies and procedures.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends and holidays.

OTHER JOB FUNCTIONS:

- May perform special tasks assigned by Chief Deputy and Department Director. These may include duties such as grant supervision, development of intern/extern program, or a participatory role on appropriate board, commission or committee.
- May be assigned by Chief Deputy and Department Director to manage the planning, preparation, and monitoring of Dependency Pilot Project or Municipal Court contracts.
- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: This position reports to the Chief Deputy and/or Director. Work is performed under general supervision with the employee expected to plan and assign work independently after objectives, priorities and deadlines have been defined. This position exercises supervisory authority over subordinate employees.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. This position works in an office environment on a daily basis. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

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PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing; some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Washington State and Federal case law and statutes applicable to the Division, Washington rules of Professional Conduct, and Washington Court Rules.
- Indigent defense law and procedures.
- Principles and practices of public administration, organization, personnel management and modern supervisory practices.

Skills in:

- Handling complex matters and mediating/resolving issues arising from staff, clients, courts and prosecutors.
- Supervising, motivating and managing a large number of attorneys and be a positive role model to assist staff to realize their fullest potential.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

Ability to:

- Establish and maintain positive and effective working relationships with officials, employees, clientele, media staff, court personnel and prosecutors.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Demonstrate superior interpersonal skills in communicating effectively and concisely, both orally and in writing.
- Work as part of senior management team, including the skills necessary to evaluate and handle budget issues, personnel issues and long-range strategic planning.
- Maintain proficiency in the use of computer technology (i.e., Word, Lexis, GROUP-WISE, etc.)
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

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MINIMUM REQUIREMENTS TO APPLY: Eight or more years of legal experience in indigent defense including significant supervisory and administrative experience as well as qualifications necessary to accept appointment to most complex adult felony cases. Membership in the Washington State Bar Association is required.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:

Must possess a valid Washington State Driver's license, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position. Successful completion of all required background investigations is required prior to employment.