POSITION: Attorney – Level I
SUPERVISOR: 
FLSA STATUS: Exempt

This job description is prepared to support our commitment to providing the highest quality of legal representation to our clients - indigent persons accused of crimes under the Snohomish County jurisdiction. The purpose of this job description is to provide a guide by which you and the management of Snohomish County Public Defender Association (SCPDA) may measure your progress and ability to meet our commitment. The following should be considered an outline of your responsibilities and duties as an employee of SCPDA not a detailed description of how all tasks should be completed.

POSITION SUMMARY

Under general supervision, the Level 1 Attorney represents indigents in criminal cases filed in Snohomish County District Court and Mental Health Civil Commitments. The Level 1 Attorney must have experience or demonstrated commitment to defending and working with indigent people.

ESSENTIAL FUNCTIONS

• Provides legal representation to assigned clients at all stages of criminal proceedings.
• Reviews police reports and court pleadings, researches legal issues raised by the facts, and counsel clients involved in these proceedings.
• Directs investigation of case to include regular communication with investigators to monitor progress of investigation and follows up with necessary motions, subpoenas, and other discovery methods to assist with the investigation.
• Refers appropriate cases for social work services. Communicates regularly with social worker.
• Visits crime scenes and all other case related sites.
• Prepares and brings motions. Presents legal arguments clearly and logically in written and verbal form.
• Conducts pretrial negotiations with assigned prosecutors.
• Conducts bench trials and jury trials.
• Prepares and argues post trial motions as needed. Advocate for leniency or alternatives.
• Serves as a 24-hour, on call attorney on a rotating basis.
• Serves as calendar attorney on a rotating basis.
• Prepares and brings motions. Presents legal arguments clearly and logically in written and verbal form.
• Conducts pretrial negotiations with assigned prosecutors.
• Conducts bench trials and jury trials.
• Prepares and argues post trial motions as needed. Advocate for leniency or alternatives.
• Serves as a 24-hour, on call attorney on a rotating basis.
• Serves as calendar attorney on a rotating basis.
• Communicates regularly with clients.
• Works cooperatively with colleagues. Volunteers to provide coverage for other attorneys or other case assignments. Maintains case files and writes coverage/transfer memos with sufficient information to allow another attorney to provide effective assistance of counsel.
• Manages a large and revolving caseload (a minimum caseload of 450 misdemeanors per year.)
• Provides assistance to Rule 9 and legal interns.
• Performs related duties as assigned.

AREAS OF RESPONSIBILITY

• Comply with continuing requirements to improve effectiveness. Maintain knowledge of current practices and developments in the law. Attend continuing legal education seminars as required by the WSBA.
• Interact with all participants of the criminal justice system in a way that promotes respect, including difficult persons affected by mental health, substance abuse, or other personality disorders.
• Communicates and dresses in a professional manner.
• Position requires a commitment to zealously defend clients at all stages of criminal proceedings.
• Comply with Rules of Professional Conduct and adhere to Association policies and procedures.
• Attend office meetings.
QUALIFICATIONS

- Licensed attorney in good standing with and member of the Washington State Bar Association
- Knowledge of Washington law and statutes relating to criminal offenses.
- Knowledge of federal rules of evidence and criminal procedures.
- Ability to keep regular office hours and maintain a workload which may require afterhours or weekend work.
- Must work accurately and swiftly under pressure.
- Accept direction and feedback and follows through appropriately.
- Requires the ability to communicate clearly and concisely both orally and in writing using the English language.
- Maintain a professional and courteous relationship with other employees of the Association.
- Must have a valid Washington State driver's license

PHYSICAL REQUIREMENTS

Work is performed primarily in an office or courtroom environment. Public defense by its very nature is very demanding and stressful. However, staff members are professionals and strive to maintain close mutual support.

- Frequent standing, walking and sitting.
- Occasional bending, stooping or lifting to access files may be required.
- A physical hazard may occur from hostile general public with threats either verbal, physical or with weapons and exposure to germs from dealing with the public and document handling.
- Must be able to work at computer or desk area for extended periods of time.
- Others hazards are those present in a typical office or courtroom environment.
- May require sitting at a desk for extended periods of time.

Employees of Snohomish County Public Defender Association are expected to maintain a professional image and attitude consistent with company objectives. All employees must agree to a criminal background check.

This job description should not be considered all-inclusive. It is an outline of expected duties. The employee understands that the job description is neither complete nor permanent and that it may be modified at any time.

I acknowledge receipt of this job description.

___________________________________________________   _______________________
Employee Signature Date

___________________________________________________
Employee Name (Printed)