

Assistant City Prosecutor I Criminal Division


(<https://www.governmentjobs.com/careers/seattle>)
   **APPLY**

Salary	\$101,080.08 - \$135,281.52 Annually	Location ⓘ	Suite 2050 Seattle, WA
Job Type	Civil Service Exempt, Regular, Full-time	Remote Employment	Flexible/Hybrid
Job Number	2024-01418	Department	Law Department
Opening Date	11/13/2024	Closing Date	Continuous

[DESCRIPTION](#)

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Position Description

With more than 200 attorneys and professional staff, the Seattle City Attorney's Office is one of Seattle's largest law offices and the state's third-largest public law office. Our office is committed to making Seattle a safe, healthy, empowered, and thriving community for everyone. We strive to address historical injustices within the court system with self-examination and to pursue justice in Seattle with integrity, creativity, and fairness. We believe working transparently, innovatively, and in collaboration with our partners in the community is necessary to achieve outcomes that promote equity, accountability, and healing.

The Criminal Division seeks one or more Assistant City Prosecutors to join the team. This is an exciting opportunity for a candidate to learn to manage a dynamic caseload and develop trial skills.

The Criminal Division represents the City in prosecuting misdemeanors, gross misdemeanors, and traffic infractions in Seattle Municipal Court, including driving under the influence, domestic violence, theft, assault, property damage, and trespassing. Prosecutors rotate through units dedicated to reviewing incident reports and filing cases; trials; and domestic violence cases. Opportunities also exist for prosecutors to work in therapeutic courts - Mental Health Court and Veterans Treatment Court. All prosecutors assist in formulating and implementing policies to promote race and social justice equity, including developing potential alternatives to incarceration for criminal offenders.

Job Responsibilities

- Represents the City Attorney in prosecuting misdemeanor and gross misdemeanor criminal offenses and probation violations; learns prosecutorial techniques and strategies; meets competing deadlines; and develops trial skills in a fast-paced, high-volume work environment.
- Reviews citations, arrest sheets, and other law enforcement documents; gathers facts and data; conducts factual and legal analysis to determine whether charges should be filed.
- Drafts complaints, briefs, motions, memorandum of law, and other legal documents.
- Manages assigned cases in accordance with standard protocols and procedures; confers with witnesses and crime victims; negotiates plea agreements with defense counsel within established guidelines; develops trial and prosecution strategy for supervisor approval.
- Coordinates with members of the Seattle Police Department and members of other law enforcement agencies, and other involved parties to establish and verify the basis for prosecution or dismissal.
- Represents the City of Seattle at arraignments, hearings and trials; compiles records and other information; identifies witnesses for subpoena; brings cases before the court and argues facts of the case in relation to points of law, case law and legal precedent; interviews and cross-examines witnesses.
- Assists city prosecutors in preparing complex misdemeanor arraignments, motions, pleas, and hearings.
- Adheres to a high degree of professional ethics and integrity.

Qualifications

This position requires membership in good standing with the Washington State Bar Association **OR** the ability to complete the process of obtaining membership within **30 days** of an offer of employment **OR** being a Rule 9 Licensed Legal Intern awaiting Washington State Bar Examination results. Continued employment for Rule 9 candidates is contingent on passing the Washington State Bar Examination and becoming a member in good standing with the Washington State Bar Association within six months of beginning employment.

Additionally, a successful candidate will have the knowledge and skills to effectively manage a large and diverse trial focused caseload, including:

- Thorough knowledge of rules of evidence and criminal procedure.
- Effective legal research and writing.
- Persuasive advocacy skills, including techniques to present the prosecution's case as a narrative storyline.
- Ability to quickly address a wide variety of legal issues.
- Creativity in developing different solutions to problems; and
- Flexibility to respond to competing demands.

Additional Information

Union: Local 21-PA

Application Process – For your application to be accepted you must:

- Complete the online City Application.

- Attach a resume detailing your relevant experience.
- Attach a cover letter describing your interest in the position and how you meet the above-listed qualifications.
- Attach a legal writing sample that is 5-15 pages in length. This can be an excerpt from a larger sample.

Application Submission Guidelines—All applicants must apply on or before the closing date indicated on the job posting. Applicant inquiries received via email and websites such as Indeed, etc., will not be considered unless the individual has applied to the available position via the Government Jobs site.

The required documents listed in the above "Application Process" section must be attached to the application before the job closing date to ensure full consideration for the application submitted. Please contact the Office of Human Resources on or before the closing date indicated above at [Law_HR@Seattle.gov \(mailto:Law_HR@Seattle.gov\)](mailto:Law_HR@Seattle.gov) should you need assistance with the online application process.

Race and Social Justice Initiative – The City of Seattle recognizes every City employee must play a role in ending institutional and structural racism. Our culture is the result of our behavior, personal commitments, and the ways that we courageously share our perspectives and encourage others to do the same. To cultivate an antiracist culture, we seek employees who will engage in the [Race and Social Justice Initiative \(https://www.seattle.gov/rsji\)](https://www.seattle.gov/rsji) by working to dismantle racist policies and procedures, unlearn the way things have always been done, and provide equitable processes and services.

Compensation and Benefits – This position is part of a stepped salary program with an initial Step 1 placement (\$48.41/hour). **Full Range: 48.41/hr. - 64.79/hr.** Advanced initial step placement may be considered under limited circumstances, but step salaries are not subject to negotiation.

The City of Seattle offers a comprehensive benefits package including vacation, 12 official holidays and 2 floating holidays, sick leave, paid parental leave, and medical, dental, vision, life, and long-term disability insurance for employees. Additional benefits include executive leave and eligibility for merit leave. City Attorney's Office employees also have the opportunity to participate in a defined benefits retirement program. More information about benefits can be found at <https://www.seattle.gov/human-resources/benefits/employees-and-covered-family-members/most-employees-plans> (<https://www.seattle.gov/human-resources/benefits/employees-and-covered-family-members/most-employees-plans>).

Workplace Environment – Currently, the Seattle City Attorney's Office has an Alternative Work Arrangements Policy. Employees have the option to work a hybrid schedule (2 days in the office, 3 days remote). Effective Monday, April 21st, 2025, the Alternative Work Arrangement Policy will require 3 days in the office with the option of 2 days remote. This is subject to change as circumstances and business needs dictate.

Background Check Requirements – All positions are security-sensitive. Applicants are subject to a criminal history investigation, and employment is contingent upon credentials and/or other information required by the municipal corporation's procedures, including the criminal history check.

Who may apply – This position is open to all candidates who meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, or pregnancy. The Seattle City Attorney's Office encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences.

Questions? Contact our Human Resources team at LAW_HR@seattle.gov (mailto:LAW_HR@seattle.gov).

Employer

City of Seattle

Address

Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, Washington, 98104

Website

<http://www.seattle.gov/jobs> (<http://www.seattle.gov/jobs>)