

## Walla Walla County Prosecutor's Office Job Description

**POSITION:** Rule 9 Intern

**DEPARTMENT:** Prosecuting Attorney's Office

**REPORTS TO:** Prosecuting Attorney

**PAY GRADE:** For Interns who have completed the minimum Rule 9 requirements \$20 per hour. For law school graduates, \$25 per hour. Possible reimbursement of Rule 9 application fee upon approval of Board of County Commissioners.

**STATUS:** Temporary. Not to exceed Washington State APR Rule 9 time limitations. Not eligible for County benefits.

**JOB SUMMARY:** The Rule 9 Intern shall perform legal work under the direction of a supervising attorney, who will direct, supervise, and review all of the work of the legal intern and shall assume personal professional responsibility for any work done by the legal intern while under the lawyer's supervision.

**SUPERVISORY RESPONSIBILITIES:** None

### **ESSENTIAL FUNCTIONS:**

- Responsible for every aspect of criminal prosecution at the District Court level. This includes case investigation, witness interviews, negotiations, brief writing, arraignments, pretrial motions, trial preparation, bench trials, jury trials, sentencing, and probation reviews. The intern will cover regular calendars that are set by the court and spend out of court time preparing upcoming cases.
- Responsible for cases in the Juvenile Section of the Criminal Division, including the charging decision on all misdemeanor and gross misdemeanor trials, the opportunity to work with deputies on special assignment felony trials, and some legal research.
- Responsible for cases in the Child Support & Paternity section, including enforcing child support orders, paternity DNA testing, conducts interviews with custodial and non-custodial parents as needed, and prepares and presents cases, and the necessary legal and/or administrative documents for presentation in court.
- Prepares legal research memoranda for use by all attorneys in office.
- All activities authorized by Washington Admission to Practice Rule 9.
- Any and all additional legal tasks assigned, under the direction of a supervising attorney.

**EQUIPMENT TO BE USED:** Operate a variety of office machines and equipment including computers (PC), postage meters, printers, faxes and copiers.

**WORKING ENVIRONMENT/ PHYSICAL ABILITIES:** *Work is primarily performed in the office but may occasionally require work to be performed in the field and may require travel in varying weather conditions. Physical abilities required for this position are ones typically related to office operations including but not limited to manual dexterity and visual acuity to operate computers and other office equipment, ability to sit for extended periods of time, accessing filing cabinets both on and off site, and sufficient hearing and speech ability to communicate. Ability to lift up to twenty (20) pounds.*

**KNOWLEDGE AND ABILITIES:**

- Knowledge of basic municipal and general civil and/or criminal law, depending upon assignment including: traffic, juvenile and criminal laws of the State of Washington and Walla Walla County, administrative, constitutional, contract, labor and property law, torts, civil procedure and trial practice.
- Knowledge of rules and procedures of courts.
- Knowledge of basic techniques of case preparation, legal research methods and materials, including computerized legal research.
- Ability to maintain a neat and professional appearance.
- Ability to operate a personal computer and periphery equipment.
- Ability to establish and maintain effective working relationships with other employees, public and private officials, and the general public under difficult or stressful situations.
- Ability to maintain confidentiality for personnel and administrative issues.
- Ability to communicate effectively both in writing and orally.
- Ability to work independently with a minimum of supervision.
- Knowledge of Washington State Rules of Appellate Procedure and with rules for the form of citation of statutes, cases and other legal authority as set forth in The Bluebook: A Uniform System of Citation and any exceptions required by the Appendix to GR 14.
- Knowledge of modern general office principles, practices and procedures.

**EDUCATION AND EXPERIENCE:** Submit evidence satisfactory to the Prosecuting Attorney of minimum Admission to Practice Rule 9 Eligibility requirements. Submit evidence satisfactory to the Prosecuting Attorney of compliance with all mandatory rules pursuant to the Admission to Practice Rule 9 and the Rules of Professional Conduct (RPCs).

**LICENSES AND OTHER REQUIREMENTS:** Must successfully pass a criminal background check and a driving record check. Must maintain a valid driver's license and vehicle insurance coverage. Must pass fingerprint background check.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR  
EMPLOYMENT**