



**CITY OF AUBURN**  
**invites applications for the position of:**  
**City Prosecutor**

25 WEST MAIN STREET  
 AUBURN, WA 98001  
 HUMAN RESOURCES: 253-931-3040  
[www.auburnwa.gov](http://www.auburnwa.gov)

An Equal Opportunity Employer

**SALARY**

<u>Monthly</u>	<u>Annually</u>
\$7,229.30 - \$8,886.52	\$86,751.60 - \$106,638.24

**OPENING DATE:** 07/09/21

**CLOSING DATE:** Continuous

**DEPARTMENT:** Legal

**POSITION**

**DETAILS:**

**This position is open until filled. Applications submitted on or before July 25, 2021, at 11:59 pm will be given priority consideration.**

The City of Auburn **Legal Department** is seeking a talented **Prosecutor** to be the newest member of their team! This position performs professional, legal work with **primary responsibility for prosecution of misdemeanor and gross misdemeanor crimes and infractions** in King County District Court.

Our **ideal candidate** is:

- A **knowledgeable, experienced** municipal prosecutor
- A **team player**, able to work in a dynamic environment by **taking initiative** for work
- An employee and co-worker who brings their **genuine self** to the workplace

**OUR CITY**

The City of Auburn was incorporated in 1891, and has since bloomed into a perfect place to live, visit, explore, and play. With over 29.8 square miles of land, two rivers, and two counties, Auburn is home to over 80,000 residents and hundreds of businesses, ranging from manufacturing to retail.

**WORKING IN AUBURN**

The City operates as a Strong-Mayor form of Mayor-Council government, with a City Council of seven at-large members. The management team at the City of Auburn includes the Mayor and nine Department Directors from the following departments: Administration, Community Development, Finance, Human Resources, Innovation & Technology, Legal, Parks & Arts & Recreation, Police, and Public Works. With a mission to improve the lives of Auburn residents, promote diversity, and support economic growth, Team Auburn is a great place to work!

**THE LEGAL DEPARTMENT**

The City Attorney's office represents the City in its day-to-day operations and provides legal advice to the Mayor, City Council, and Boards & Commissions that make up the municipal government of the City of Auburn.

The team is a total of 17 employees, consisting of three divisions: Civil, Prosecution, and the City Clerk's office.

## **PRIMARY DUTIES**

In this job, you will:

- **Appear at prosecution court proceedings** including, but not limited to, arraignments, pre-trial hearings, motions, jury/bench trials, sentencings, review hearings, and contested infraction hearings.
- **Review cases for criminal charging, and ready charged cases** for in-court prosecution by preparing necessary documents and contacting needed witnesses/victims and opposing counsel.
- **Prepare briefs/legal documents** for court proceedings.
- Use Westlaw to **research legal issues** relating to City prosecution.
- Manage **criminal prosecution caseload**, coordinating with the Police Department and Courts for effective and efficient case management.

While these are some of the duties and responsibilities of this position, please [CLICK HERE](#) to view a full list.

## **MINIMUM QUALIFICATIONS**

### **WHAT WE ARE LOOKING FOR:**

- Graduation from a law school accredited by the American Bar Association
- Licensed to practice in the State of Washington
- At least one (1) year of experience prosecuting misdemeanor cases and traffic violation cases, or equivalent experience

A valid driver's license without impending loss is also required at the time of appointment.

## **ADDITIONAL INFORMATION**

### **WHY CHOOSE THE CITY OF AUBURN?**

- **Competitive** salary with scheduled step increases on an annual basis
- **Excellent** medical, dental, and vision plans with **employee premiums paid** by the City
- Employer contributions to the State Retirement System **pension plans**
- 17 days of **paid vacation** per year
- **10 paid holidays** per year
- **2 paid floating holidays** of your choice per year
- VEBA (**tax-free** health savings account)
- Optional **Flexible Spending** benefit plan
- **Deferred Compensation** plan options
- Employee **Wellness Program**
- Employee Assistance Program
- And more!

*For more information about what benefits the City provides, please visit: [https://www.auburnwa.gov/city\\_hall/employment\\_human\\_resources/benefits](https://www.auburnwa.gov/city_hall/employment_human_resources/benefits).*

### **COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

**Team Auburn values diverse perspectives and life experiences, and welcomes applications from people who will help us consistently demonstrate the values of equity, respect, and partnership. The department encourages people of all backgrounds to apply, including Black, Indigenous, and people of color, immigrants, refugees, women,**

**LGBTQ, people with disabilities, and veterans. Individuals interested in joining our team must be committed to racial, social, and economic equality for ALL people in our community.**

**The City of Auburn is an Equal Employment Opportunity (EEO) Employer.** No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

*To learn more about the **Inclusive Auburn** initiative, please visit:  
[https://www.auburnwa.gov/city\\_hall/mayor/inclusive\\_auburn](https://www.auburnwa.gov/city_hall/mayor/inclusive_auburn).*

#### **READY TO APPLY?**

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, or would like to request accommodation or assistance in the application or assessment process, please contact the recruiter listed on this job announcement.

#### **RECRUITMENT PROCESS**

The City of Auburn is dedicated to building an inclusive, informed city, with opportunities for all. In alignment with that goal, the City has adopted an anonymous application process that prevents hiring managers from seeing personal identifiers, including names, addresses, and other similar information. This eliminates the possibility of unintentional or implicit bias during the initial screening of applications. For that reason, hiring managers will not be viewing any attachments to your application, including a cover letter or resume, during the initial screening.

Please make sure to submit a complete, detailed, and updated job application, and thoroughly answer the supplemental questions prior to the submission deadline! You must meet the minimum qualifications to move forward in the screening process.

Please note that if you are selected to move forward after an interview, a background check, reference check, driving record review, and fingerprinting will be completed before an official job offer will be made.

#### **COMMUNICATION FROM THE CITY OF AUBURN**

We primarily communicate via e-mail during the recruitment process. E-mails from auburnwa.gov and/or governmentjobs.com should be placed on your safe domain list to ensure you receive notifications in a timely manner. As a precaution, you may also want to check your junk e-mail folders.

#### **CONTACT INFORMATION**

If you have any questions, please contact Melissa Medisch, HR Manager, by email at [mmedisch@auburnwa.gov](mailto:mmedisch@auburnwa.gov) or by phone at 253-931-3073.

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### **City Prosecutor Supplemental Questionnaire**

- \* 1. Thank you for your interest in joining Team Auburn!

Hiring managers will not be viewing any attachments to your application, including a cover letter or resume, during the initial screening. Please make sure to submit a complete, detailed, and updated job application. When applying for this position, you must thoroughly complete the sections of your application, and provide a thorough response to each of the supplemental questions. Failure to do so may result in elimination from further consideration.

**Have you read and understood the information listed above?**

- Yes  
 No

- \* 2. Please indicate your highest level of education.

- High School Diploma or GED  
 Associate's Degree  
 Bachelor's Degree  
 Master's Degree  
 Juris Doctor

- \* 3. Have you graduated from a law school accredited by the American Bar Association?

- Yes  
 No

- \* 4. Are you licensed to practice law in the State of Washington?

- Yes  
 No

- \* 5. Please select the option below that best indicates your full-time paid experience prosecuting criminal misdemeanor cases and traffic violation cases, or equivalent.

- I have no experience.  
 I have less than 1 year of experience.  
 I have at least 1 year but less than 2 years of experience.  
 I have at least 2 years but less than 4 years of experience.  
 I have at least 4 years but less than 6 years of experience.  
 I have more than 6 years of experience.

- \* 6. Please describe your experience prosecuting criminal misdemeanor and traffic violation cases, or your experience with cases that would be considered equivalent.

- \* 7. Please indicate your number of years experience working for, or with, a municipality.

- I have no experience working for or with a municipality.  
 I have less than one year of experience.  
 I have at least 1 year but less than 2 years of experience.  
 I have at least 2 years but less than 3 years of experience.  
 I have at least 3 years but less than 4 years of experience.  
 I have at least 4 years but less than 5 years of experience.  
 I have more than 5 years of experience.

- \* 8. Briefly describe your experience advising a Police Department.

- \* 9. What kind of Police training have you offered as part of your practice?

- \* 10. Describe a time where you received a difficult ruling from a judge and include how you handled the situation.

- \* 11. Please provide specific examples of your average case loads throughout your experience. Describe your ability to handle and manage a large case load.
  
- \* 12. Provide a brief description of the types of court calendars on which you have appeared. What are three (3) examples of issues that you have handled?
  
- \* 13. Do you have experience assisting in the preparation of routine and complex legal correspondence and documents, including briefs, pleadings, and motions?
  - Yes
  - No
- 14. If yes, please describe.
  
- \* 15. Describe your research and organizational skills. Provide an example of a complex research project you assisted in, and delineate your specific responsibilities.
  
- \* 16. How would you describe the role of the City Prosecutor in terms of impact on the community?
  
- \* 17. In 25 words or less, please describe your prosecution philosophy.
  
- \* Required Question