**Class Summary**

The responsibilities of this classification include facilitating King County Inquest Program proceedings by providing support and counsel to presiding Inquest Administrators. This classification applies knowledge of facilitation, legal practice fundamentals, complex evidence presentation, and hearing procedure to ensure all parties to an inquest can hear their views promptly, in accordance with laws and King County policy.

**Distinguishing Characteristics**

This is the first in a two-level classification series. The Inquest Program Attorney is distinguished from the Inquest Program Attorney – Lead in that the Lead is responsible for establishing and evaluating practices and assigning work for Inquest Program Attorneys across the program.

This classification is distinguished from Deputy Prosecuting Attorney and Public Defense Attorney classifications in that the Inquest Program Attorney classification does not participate in legal proceedings on behalf of King County. Inquest Program Attorneys are restricted to supporting investigative hearings in the administration of the King County Inquest Program.

**Examples of Duties**

1. Collaborate with presiding Inquest Administrators (IAs) as needed on multiple inquests.
2. Review, organize, obtain, and analyze discovery. File petitions for compulsory discovery with the Superior Court as authorized by applicable law if necessary.
3. Consult and advise the Inquest Administrator (IA) on the proper scope of inquests in determining what facts, policies, training, and legal duties the jury will consider. Propose evidence and witnesses to be presented to the jury.
4. Facilitate effective communication and working relationships between the IA and all parties to an inquest hearing, supporting a timely resolution of relevant issues.
5. Manage case schedules to ensure that final determinations are made with the benefit of party input.
6. Propose and facilitate formal pre-hearing conferences on issues requiring IA decisions.
7. Draft, review, and collaborate with the IA to prepare correspondence, orders, Voir Dire questions, jury instructions, interrogatories, and related documents containing IA decisions and incorporating party input.
8. Interpret all applicable legal authorities, including constitutions, charters, laws, administrative codes, and case law. Advise the IA on their effects and prepare and conduct inquest hearings within their requirements.
9. Locate, prepare, and examine all witnesses called at inquest hearings, including experts in various fields such as forensics, forensic ballistics, pathology, and medical.
10. Collaborate with the Inquest Program Manager to ensure hearing exhibits and official documents are correctly identified and maintained as part of the permanent record.
11. Perform other duties as assigned.

**Knowledge/Skills**

Ability to organize, facilitate, and carry out complex court or administrative hearing processes.

Knowledge of multi-party facilitation and mediation techniques

Ability to perform, evaluate and synthesize legal research and writing

Skill in managing and organizing complex caseloads, including extensive discovery

Skill in presenting complex evidence to a lay panel

Skill in preparing and interviewing witnesses

Ability to maintain order in hearings while keeping calm and impartial

Ability to present thorough and concise oral and written reports to a variety of audiences

Ability to manage and prioritize competing work and deadlines

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Juris Doctor (J.D.) degree is required for this position

And any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification, and Other Requirements**

Incumbents must be a member in good standing with the Washington State Bar Association

Some licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Professional) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within the same series** | Inquest Program Attorney, Inquest Program Attorney-Lead |
| **Class History** | 04/2024 - Created |