City of Cle Elum

POSITION DESCRIPTION
NOVEMBER 2026

POSITION TITLE: PROSECUTING ATTORNEY

REPORTS TO: Reports directly to the Mayor under the guidance of State and City regulations and procedures. Also maintains a close working relationship with other city personnel.

SALARY RANGE: $ 55,500 – $ 67,461 per Year
$ 4,625 – 5,622 per Month
$ 53.37 – $ 64.87 per Hour

STATUS: Exempt
Part-Time

AFFILIATION: Non-Union

WORKWEEK BASIS: 20 hrs.

JOB SUMMARY: The Prosecuting Attorney represents the City of Cle Elum and participating municipalities in the prosecution of criminal and civil violations within their respective jurisdictions, as authorized by law and applicable interlocal agreements.
This position is responsible for reviewing cases, determining appropriate charging decisions, preparing and presenting cases in court, negotiating case resolutions, and providing professional prosecutorial services in accordance with Washington State law, court rules, and applicable ethical standards.
The position will be employed by the City of Cle Elum, which may enter into agreements with other municipalities, including the City of Roslyn and the Town of South Cle Elum, to provide prosecutorial services. The Prosecuting Attorney will coordinate with law enforcement agencies, court personnel, victims, witnesses, defense counsel, and other public agencies to ensure the effective and fair administration of justice.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Review police reports, citations, investigative materials, and other evidence to determine appropriate charging decisions and ensure cases are legally supported.

2. Prepare, file, and prosecute misdemeanors, gross misdemeanors, traffic, and other criminal or civil matters within the jurisdiction of participating municipalities. The Prosecutor is also expected to handle traffic infraction cases, including reviewing citations, preparing for hearings, and representing the municipalities in contested infraction proceedings.

3. Represent participating municipalities in arraignments, hearings, trials, sentencing, probation proceedings, and other court matters.

4. Conduct legal research and prepare pleadings, motions, memoranda, trial exhibits, and other necessary legal documents.

5. Develop litigation strategies, negotiate plea agreements, and pursue lawful case resolutions consistent with the interests of justice.

6. Handle appeals, post-conviction matters, and other related proceedings as assigned and authorized.

7. Coordinate with law enforcement personnel on investigations, evidence, charging decisions, case preparation, and court testimony.

8. Interview and prepare witnesses, communicate with victims regarding case developments, and coordinate participation in court proceedings.

9. Provide prosecutorial guidance regarding criminal procedure, evidence, applicable laws, and local ordinances.

10. Maintain professional working relationships with court personnel, defense attorneys, victim advocates, law enforcement, and other justice-system partners.

11. Provide prosecutorial services to the City of Cle Elum and participating municipalities in accordance with applicable interlocal agreements.

12. Coordinate court appearances, case assignments, schedules, and reporting requirements among participating jurisdictions.

13. Maintain accurate case files and records for each jurisdiction and comply with applicable discovery, disclosure, confidentiality, and records-retention requirements.

14. Manage assigned caseloads, meet court deadlines, communicate significant case developments and workload concerns to appropriate municipal representatives, and maintain current knowledge of applicable laws and court rules.

15. Perform other related duties consistent with the position and applicable law, and as may be assigned by the Mayor or designee from time to time.

NECESSARY KNOWLEDGE AND ABILITIES:

Knowledge of:

- Applicable Washington State laws, municipal ordinances, court procedures, and rules of evidence.
- Criminal prosecution practices, legal standards, and procedures for evaluating and resolving cases.
- Professional legal ethics, prosecutorial responsibilities, and the principles of fairness, impartiality, and justice.

Ability to:

- Evaluate evidence objectively and exercise sound, independent judgment in making charging decisions and resolving cases.
- Prepare and present effective legal arguments, conduct trials, and communicate clearly and professionally with diverse individuals.
- Manage competing priorities, meet deadlines, and maintain accurate case records while upholding professional and ethical standards.

MINIMUM QUALIFICATIONS:

- Juris Doctor (J.D.) degree from an accredited law school and active license and membership in good standing with the Washington State Bar Association.
- Knowledge of Washington State criminal law, criminal procedure, rules of evidence, and applicable court rules, with the ability to conduct legal research, prepare legal documents, and represent cases in court.
- Strong oral and written communication, negotiation, case-management, and independent judgment skills, with the ability to maintain confidentiality and establish effective professional relationships.

PREFERRED QUALIFICATIONS:

- Experience prosecuting criminal cases in Washington State municipal or district courts, including misdemeanor and gross misdemeanor cases.
- Experience managing criminal cases from initial review through final disposition, including hearings, trials, plea negotiations, and sentencing.
- Familiarity with municipal government, local ordinances, interlocal agreements, and providing prosecutorial services to multiple jurisdictions.

COMPENSATION AND BENEFITS:

Wage Range:	$ 55,500 – $ 67,461 per Year $ 4,625 – 5,622 per Month $ 53.37 – $ 64.87 per Hour	**Benefits:**	Paid Medical Benefits (Employee & Family) PERS Retirement System $275 VEBA per Month Vacation / Sick Time 12 Paid Holidays + 1 Personal Day
Incentive Pay:	Longevity		

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Work is primarily performed in an office and courtroom environment, with regular in-person appearances before the courts and meetings with law enforcement, witnesses, victims, and municipal representatives. The position requires the ability to manage multiple cases and meet court-imposed deadlines.

Occasional travel between participating municipalities and court locations may be required.
The work schedule is generally maintained during normal office hours, but may include early, evening or weekend hours as required. Attendance at night meetings may be required, and meeting project deadlines may require working more than twenty hours per week.

Physical requirements include ability to sit for extended periods, work in high-stress environment, effectively communicate; review and evaluate documents and evidence; occasionally lift and carry up to 20 pounds, manually operate electronic equipment and technology, and perform other related physical tasks associated with position.

NOTICE:

The above position description does not include ALL essential and non-essential duties of this job. All employees with disabilities are encouraged to contact the personnel department to review and discuss the essential and non-essential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if the essential functions can be performed safely with or without reasonable accommodations.

The City of Cle Elum is an Equal Opportunity employer.