**Class Summary**

The responsibilities of this classification include establishing and implementing work processes and providing day-to-day work direction and guidance to Inquest Program Attorneys.

**Distinguishing Characteristics**

This is the second in a two-level classification series. This classification is distinguished from Deputy Prosecuting Attorney and Public Defense Attorney classifications in that the Inquest Program Attorney-Lead classification does not participate in legal proceedings on behalf of King County. Inquest Program Attorney – Leads are restricted to supporting investigative hearings in the administration of the King County Inquest Program.

**Examples of Duties**

*In addition to the duties of the Inquest Program Attorney classification, the Inquest Program Attorney-Lead will:*

1. Develop, evaluate, and implement standard processes for Inquest Program Attorney (IPA) work.
2. Provide training, direction, and guidance to IPAs, including evaluating work products and providing input on performance evaluations.
3. Support the development of Inquest Program procedures, guidelines, and program performance metrics.
4. Provide consultation to the Inquest Program Manager on changes to law or policy with potential impacts to the Inquest Program.
5. Assign IPAs and other program staff to inquest hearings.
6. Perform other duties as assigned.

**Knowledge/Skills**

Skill in directing and evaluating the work of professional staff

Skill in developing standard work processes and procedures, including evaluation metrics

Knowledge of performance management practices and techniques

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 |