

REQUEST FOR QUALIFICATIONS AND PROPOSAL

EDMONDS MUNICIPAL COURT

PROSECUTOR

The City of Edmonds seeks proposals from qualified attorneys to be appointed as Prosecutor for the Edmonds Municipal Court.

DUTIES:

The Prosecutor communicates with the City's Police Department to make filing decisions on criminal cases and to advise on the conduct of investigations, seizures, trial preparation and related matters; provides regular update training to police personnel on matters pertaining to the conduct of business in the Municipal Court; interviews witnesses and victims of crimes; advises victims regarding their rights and responsibilities; reviews criminal misdemeanor and gross misdemeanor cases; represents the City at arraignments, pre-trial hearings, bench and jury trials and contested infraction matters; makes appropriate sentencing decisions and recommendations to the Court; prepares and presents legal memorandums and other documents for court cases; processes discovery and records disclosure requests; prepares subpoenas, jury instructions and other related documents; represents and advises the City with Victim Advocacy interests; performs other related duties as required.

The jurisdiction of the Edmonds Municipal Court pursuant to RCW 3.50 and the Edmonds Municipal Code includes original jurisdiction over traffic infractions arising under City ordinances and all other jurisdiction conferred on it by statute or City code.

QUALIFICATIONS:

The Prosecutor must be an attorney admitted to the practice of law in the State of Washington with a minimum of five (5) years experience which must include significant trial experience. Experience in the prosecution of criminal and infraction matters is highly desirable. Experience involving violations of municipal or county ordinances is preferred. Preference will be given to candidates who provide a sole attorney to cover all City requirements.

COMPENSATION/HOURS OF WORK:

The Municipal Court may hold sessions at various times during the week, with an estimated eight (8) to twelve (12) hours of actual court time required. It is anticipated that court hours will be spread throughout the week to accommodate legal requirements and customer needs. Some evening and/or Saturday court may be required. The Prosecutor must be reasonably available for night and weekend contact by police personnel. Preference will be given to candidates who can provide a reasonable amount of fixed office hours to interact with police personnel. Office space for that purpose would be furnished.

The City and Prosecutor will enter into a professional services agreement which will provide for a compensation formula. The City will provide a copy of the Edmonds Municipal Code to the Prosecutor.

SELECTION PROCEDURE:

All proposals will be reviewed and screened based upon the qualifications and requirements outlined in this request. Those individuals deemed most qualified will be screened further based

upon reference checks. Finalists will be invited for interviews. The appointment will be made by the Mayor, subject to the approval of the professional services contract by the City Council.

REQUIREMENTS:

The person selected will be required to undergo a comprehensive background investigation prior to appointment; agree to a review of his/her files with the Washington Bar Association and any other state he/she is or has been admitted to practice (documented history of discipline with the Bar Association is not acceptable); and provide proof of professional liability insurance to the City.

To Reply to this Request for Qualifications and Proposal:

Submit a Resume, cover letter and statement of qualifications, which must include your Washington State Bar Admittance Number, three (3) professional and three (3) personal references with addresses and phone numbers, date of availability and answers to the following questions, to:

City of Edmonds
121 5th Avenue N
Edmonds, WA 98020
Attn: Debi Humann, HR Manager

**ALL APPLICATION MATERIAL MUST BE SUBMITTED BY
5:00 P.M., NOVEMBER 30, 2004**

Application Questions:

The following questions should be fully answered on a separate sheet(s) of paper. Please place your name on each sheet of paper used.

1. What steps will you take as Prosecutor to assure that violators are prosecuted to the full extent of our community's standards?
2. Please discuss fully your philosophy pertaining to plea bargaining and how you would apply it in this position.
3. How would you describe the role of the City Prosecutor and its relationship to the Court, Police Department, victims, witnesses and the community?
4. As Prosecutor how will you handle subpoenas, discovery and related public disclosure requests?
5. What level of availability would you have to staff during both working and off hours?
6. What steps would you take to assure a timely resolution of cases, staff requests and related matters?
7. Please submit a proposed schedule of fees and costs you would be seeking as compensation. (Final agreement will be negotiated under a professional services contract).

The City of Edmonds is an Equal Opportunity Employer and does not discriminate on the basis of sex, marital status, race, color, creed, national origin, age or disability.