



**Seattle**

**ASSISTANT CITY PROSECUTOR**  
City of **Seattle, WA**

Recruitment Services Provided By





## THE OPPORTUNITY

Join the Seattle City Attorney's Office Criminal Division and launch or advance your litigation career while making a meaningful impact on public safety and justice. As an Assistant City Prosecutor, you will manage a diverse caseload, develop courtroom and trial advocacy skills, and represent the City in a wide range of misdemeanor criminal matters.

## ABOUT SEATTLE

Seattle is a city that combines breathtaking natural beauty with the energy of a thriving urban center. Nestled between Puget Sound and the Cascade and Olympic mountain ranges, Seattle offers year-round access to outdoor recreation, from sailing and paddleboarding to hiking and skiing. Home to more than 740,000 residents, the city is a major hub for commerce, culture, technology, and international trade, known for its vibrant arts scene, professional sports, iconic waterfront, and world-famous Pike Place Market.

The City of Seattle is driven by a commitment to innovation, sustainability, equity, and public service. With more than 12,000 employees across 40 departments, the City works every day to enhance the quality of life for residents through services that support transportation, housing, public safety, environmental stewardship, arts and culture, and more. Joining the City of Seattle means becoming part of a diverse and dedicated workforce focused on creating opportunities, strengthening communities, and building a city where everyone can live, work, and thrive.

## SEATTLE CITY GOVERNMENT

The City of Seattle operates under a first-class charter with a Mayor-Council form of government – an elected Mayor and a nine-member City Council share responsibility for setting policy, enacting legislation, and approving the city's biennial budget. The Council consists of nine non-partisan members serving four-year terms and plays a central role in shaping priorities across public safety, utilities, transportation, parks, housing, and community services. City departments and offices, established by the Seattle Municipal Code and City Charter, deliver the full scope of municipal services to residents and businesses.

With nearly 14,000 employees, the City provides a wide range of core and specialized services – from police and fire protection to transportation infrastructure, utilities, parks and recreation, housing support, and community development programs that enhance quality of life across diverse neighborhoods. The adopted 2026 budget is approximately \$8.9 billion, funding day-to-day operations, capital improvements, public safety, affordable housing initiatives, and essential services that keep the city functioning and thriving.

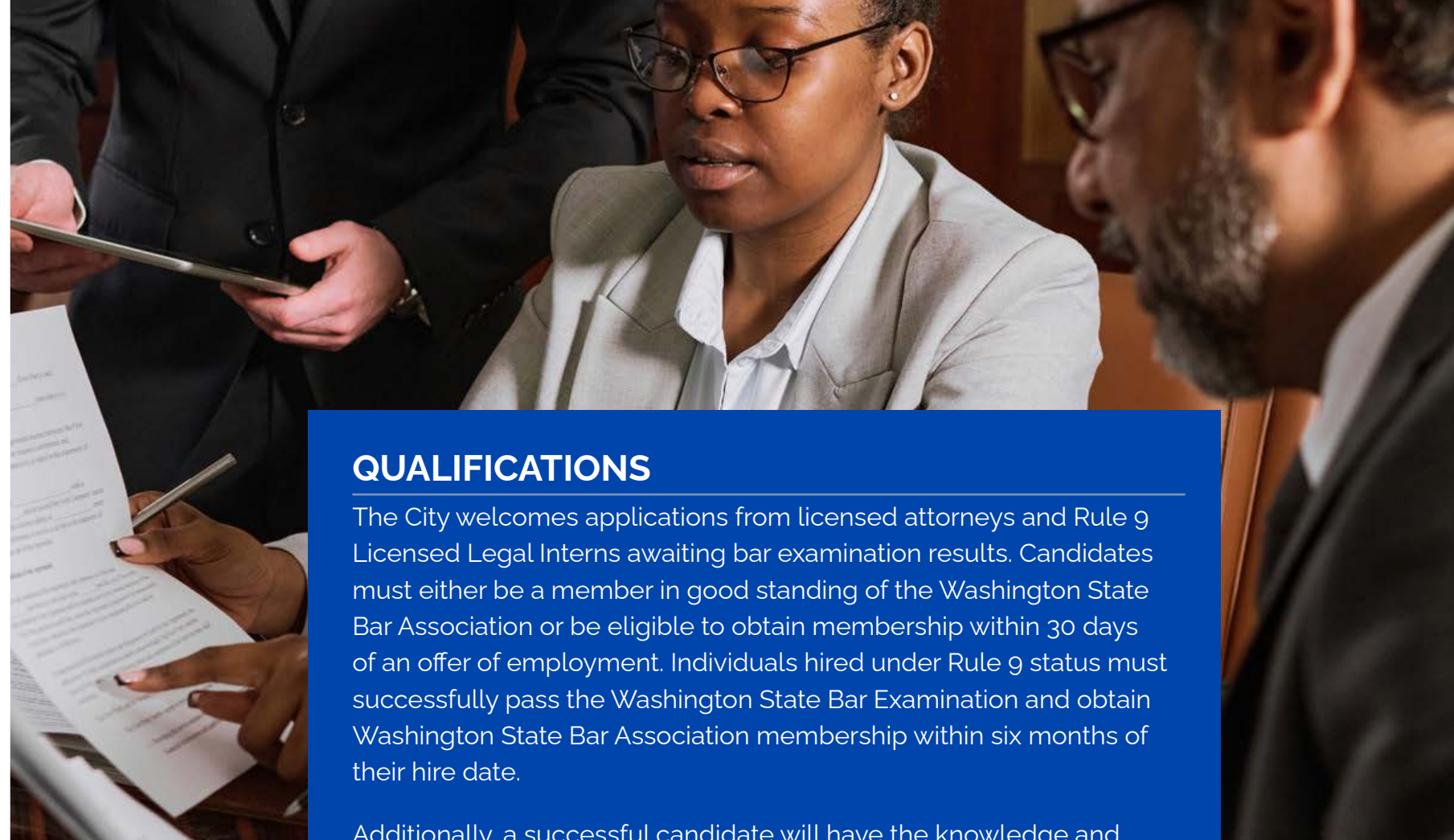
## THE CITY ATTORNEY'S OFFICE

With more than 200 attorneys and professional staff, the Seattle City Attorney's Office is one of the largest law offices in Seattle and the third-largest public law office in Washington State. The Office is dedicated to fostering a safe, healthy, thriving, and inclusive community for all residents. Guided by a commitment to integrity, fairness, and innovation, the Office works to advance justice while addressing historical inequities within the legal system through continuous self-assessment and improvement. Through transparent practices and collaborative partnerships with community stakeholders, the Office strives to achieve outcomes that promote equity, accountability, and community trust.

## THE POSITION

The Assistant City Prosecutor position is an exciting opportunity for attorneys to learn to manage dynamic caseloads and develop trial skills. Prosecutors represent the City in prosecuting misdemeanors, gross misdemeanors, and traffic infractions in Seattle Municipal Court, including driving under the influence, domestic violence, theft, assault, property damage, and trespassing. The City Attorney's Office rotates prosecutors through units dedicated to reviewing incident reports and filing cases, trials, and domestic violence cases. Opportunities also exist for prosecutors to work in therapeutic courts - Mental Health Court and Veterans Treatment Court. Key responsibilities include:

- Represent the City of Seattle in the prosecution of misdemeanor and gross misdemeanor criminal offenses, probation violations, and related matters while developing strong prosecutorial judgment, trial advocacy skills, and the ability to manage competing priorities in a fast-paced, high-volume environment.
- Review citations, arrest reports, and other law enforcement documentation, gather and evaluate facts, conduct legal research and analysis, and determine when criminal charges are appropriate.
- Draft complaints, motions, briefs, memoranda, and other legal documents that support the effective prosecution of criminal cases.
- Manage an assigned caseload from intake through resolution by working closely with witnesses and crime victims, negotiating plea agreements within established guidelines, and developing prosecution and trial strategies in collaboration with supervisory attorneys.
- Partner with members of the Seattle Police Department, other law enforcement agencies, and other involved parties to investigate cases, verify facts, and establish the legal basis for prosecution or dismissal.
- Represent the City at arraignments, hearings, motions, and trials by preparing records and evidence, identifying and subpoenaing witnesses, presenting cases before the court, and advocating positions based on the facts, applicable law, and legal precedent.
- Conduct witness interviews and examinations, present persuasive oral arguments, and advocate effectively in a courtroom setting.
- Assist experienced prosecutors with complex misdemeanor prosecutions, including arraignments, motions, plea negotiations, evidentiary hearings, and trial preparation.

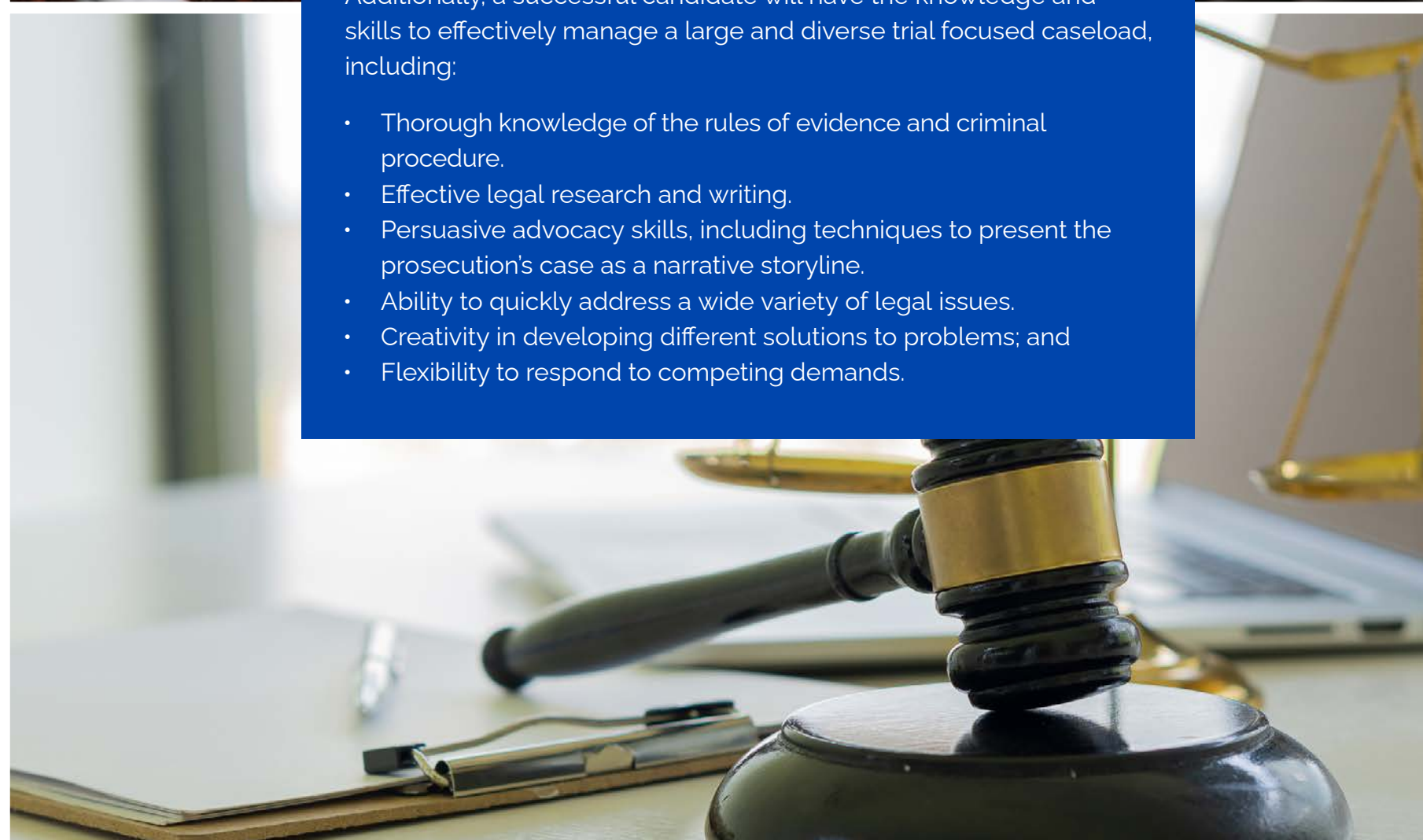


## QUALIFICATIONS

The City welcomes applications from licensed attorneys and Rule 9 Licensed Legal Interns awaiting bar examination results. Candidates must either be a member in good standing of the Washington State Bar Association or be eligible to obtain membership within 30 days of an offer of employment. Individuals hired under Rule 9 status must successfully pass the Washington State Bar Examination and obtain Washington State Bar Association membership within six months of their hire date.

Additionally, a successful candidate will have the knowledge and skills to effectively manage a large and diverse trial focused caseload, including:

- Thorough knowledge of the rules of evidence and criminal procedure.
- Effective legal research and writing.
- Persuasive advocacy skills, including techniques to present the prosecution's case as a narrative storyline.
- Ability to quickly address a wide variety of legal issues.
- Creativity in developing different solutions to problems; and
- Flexibility to respond to competing demands.





## SALARY & BENEFITS

The salary range for the Assistant City Prosecutor is **\$104,312 to \$139,609**, with a typical starting salary of \$104,312 and reaching top salary after six years. Higher qualified candidates may begin with a higher starting salary.

In addition, the City offers an excellent benefits package as outlined below:

**Hybrid Workplace Schedule:** The Seattle City Attorney's Office has a Flexible Work Arrangements Policy. Employees have the option to work a hybrid schedule (3 days in the office, 2 days remote). This is subject to change as circumstances and business needs dictate.

**Retirement:** Retirement is provided through Seattle City Employee's Retirement System (SCERS).

**Leave:** Vacation starts at 12 days per year, 96 hours of sick leave per year, and includes other paid and unpaid leave options.

**Holidays:** 12 official City-paid holidays and two floating holidays are provided.

**Insurance:** Coverage includes medical, dental, vision, life, and long-term disability insurance for employees and dependents with coverage beginning on the first day of employment.

**Language Premium:** Potential \$200 monthly stipend to qualified bilingual employees who are properly evaluated and assigned to provide direct communication in-language, interpretation, or translation services to the public on behalf of the City of Seattle.

## APPLICATION & SELECTION PROCESS

**Apply immediately** - this recruitment will close once a strong pool of candidates has been established. Interested candidates must apply online at the link below. Applicants will be asked to include a cover letter, resume, and a legal writing sample that is 5-15 pages in length (this can be an excerpt from a larger sample).

[APPLY HERE](#)

### CONFIDENTIAL INQUIRES ARE WELCOMED TO THE OFFICE OF HUMAN RESOURCES:

Travis Parke, HR Manager | [travis.parke@Seattle.gov](mailto:travis.parke@Seattle.gov) | (206) 684-0921

*The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The City encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans, and those with diverse life experiences.*



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