

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JANUARY 7, 2013
CLOSING DATE: JANUARY 18, 2013

DEPARTMENT: County Attorney

POSITION: Deputy Attorney/Deputy Attorney Sr.

LOCATION: Globe/Payson

JOB CODE: 13-004

ANNUAL SALARY: \$56,617.60-\$68,993.60 DOE

NATURE OF WORK

Investigates, prepares and prosecutes misdemeanor and felony cases for Gila County; represents the County Attorney in the management of legal issues, and all aspects of criminal prosecution in Gila County; provides legal counsel to law enforcement agencies, County officials and other relevant public bodies.

DUTIES AND RESPONSIBILITIES:

- Reviews citations, arrest sheets, lab reports, witness statements and other law enforcement documents; interviews prosecution and defense witnesses; conducts factual and legal analysis to determine whether criminal charges should be filed based on the facts of law and evidence.
- Conducts legal research; gathers and compiles evidence; identifies and subpoenas witnesses, records and other information required to present the case; prepares and presents memoranda of law, briefs and other legal documents as required and ordered by the court.
- Reviews motions filed in cases and resolves as needed; receives and reviews memoranda, briefs and other filings; reviews filings for jurisdictional and statutory requirements; conducts conferences with defense counsel concerning settlement of cases.
- Manages assigned cases and coordinates investigators and legal support staff; oversees the issuance of subpoenas; directs investigators to seek additional evidence; advises law enforcement agencies; confers with witnesses and victims of crime; negotiates plea agreements with defense counsel.
- Prepares criminal cases for disposition through plea agreements, trial or dismissal; prepares plea offers and negotiates with defense counsel.
- Represents the County Attorney at trials; brings cases before the court; examines witnesses and argues facts of the case in relation to points of law, case law and legal precedent; develops and presents jury instructions and closing arguments; and manages sentencing hearings; prepares jury instructions and verdict forms; conducts routine court appearances; represents the State in law and motion practices.
- Prepares juvenile cases; represents the State in Juvenile Court proceedings; performs complex civil and criminal research.
- Performs and/or provides assistance with trial prosecution activities including presenting evidence, responding to defense arguments and effectively arguing the State's position.
- Represents assigned school districts and provides civil advice; attends school board meetings and serves as legal counsel at school disciplinary hearings.
- May serve on-call in providing assistance to law enforcement agencies during investigations; may attend crime scenes, approve emergency mental health evaluations, and represent the State at weekend juvenile detention hearings; covers other attorney's hearings in the event of absence as required.

WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

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DISTINGUISHING CHARACTERISTICS:

Deputy Attorney: Performs routine legal work under the guidance of a more experienced attorney; learns to exercise independent judgment in accordance with the law, court rules and office policies to prosecute misdemeanors and juvenile cases.

Deputy Attorney Senior: Performs legal work of moderate to considerable difficulty. Attorneys at this level prosecute felonies and sit with more experienced trial attorneys to gain experience in order to prosecute and try cases independently and respond to questions from Judges, opposing counsel and juries.

EMPLOYMENT STANDARDS:

Deputy Attorney: Graduation from an accredited law school with a Juris Doctorate (JD) degree.

Deputy Attorney Senior: Juris Doctorate (JD) degree and three (3) years experience criminal trial practice.

Must be licensed by the Bar to practice law in the State of Arizona, remain active with all Arizona Bar annual requirements, and maintain a clear criminal record.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Legal principles and practices; Arizona and Federal case law; civil and criminal law principles and practices; prosecution methods and practices; defense/prosecution strategies and processes; methods, materials and references utilized in legal research.

Ability to: Conduct complex legal research; apply principles and precedents to legal issues; formulate persuasive written legal arguments; provide assistance with and/or prosecute juvenile, misdemeanor and felony offenses; provide legal counsel; present statements of fact, law and argument clearly and logically; communicate orally and in writing; adhere to ethical standards; coordinate work activities of assigned personnel.

Skills in: Researching and identifying precedence in case law; negotiating plea agreements; prosecuting cases in a courtroom setting; effectively assessing, interpreting and applying complex criminal laws to information, evidence and other data compiled; utilizing and evaluating electronic legal research and on-line systems; effective oral and written communication; establishing and maintaining effective working relations with co-workers.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.