

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: JULY 31, 2015**  
**CLOSING DATE: AUGUST 6, 2015**

**DEPARTMENT:** County Attorney

**POSITION:** Deputy County Attorney Sr.

**LOCATION:** Globe

**JOB CODE:** 15-072

**OPEN TO GILA COUNTY EMPLOYEES ONLY**

**ANNUAL SALARY:** \$63,569.00 - \$76,283.00 DOE

### PURPOSE OF THE JOB

The purpose of this position is to ensure the safety of the citizens of Gila County and the security of their property and to seek punishment for criminal offenders and obtain restitution for victims of crime.

### SUPERVISORY RESPONSIBILITIES

Assigns work to other employees and supervises related activities.

Provides recommendations on evaluating performance of employees, handling employee grievances, employee training, employee promotions, employee disciplinary actions, employee coaching, managing assistants and managing supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Drafts court documents, including plea offers and motions.	40%
• Communicates with victims, police officers, public, victims' advocates and supervisors.	20%
• Appears in court for oral argument or trials; represents victims.	30%
• Negotiates with opposing counsel.	10%
• Performs other duties as assigned.	

### BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

### PROJECT RESPONSIBILITIES

Initiates, communicates, reviews, approves project resources and communicates results of organizational planning projects.

### ORAL COMMUNICATION DUTIES

This position trains colleagues, responds to public inquiries, speaks with the media, negotiates or persuades, conducts meetings and provides advocacy before courts or other tribunals.

### WRITTEN COMMUNICATION DUTIES

This position creates or edits procedures, internal memos, court pleadings, motions, formal letters, emails and press releases.

### INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, the public, Board of Supervisors, regulatory bodies, and other Institutions over the telephone, by email and/or in person.

### INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Regularly (More than 55% but less than 70% in a year)

### MINIMUM EDUCATION REQUIRED

Juris Doctorate Degree.

### MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Two (2) years experience required. Five (5) years experience preferred.

### PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

Arizona Supreme Court Bar Licensure, Arizona Bar Association Membership.

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**KNOWLEDGE REQUIRED**

Human resources management, english language and composition, law and government, federal, state, local laws, regulations, statutes, court administration.

**SKILLS REQUIRED**

Active learning, active listening, analytical thinking, critical thinking, analytical writing, analyzing training needs, persuading and influencing, problem solving.

**ABILITIES REQUIRED**

Recognize problems, solve problems using deductive reasoning, make sense of multiple information, focus, read and write at a professional level.

**PHYSICAL DEMANDS**

- Stands to present cases and perform advocacy activities.
- Sits to complete report and operate computers.
- Regularly lifts under 10 lbs., occasionally lifts up to 50 lbs.
- Requires dexterity for keyboard operation.
- Incumbents in this position may be required to routinely walk to and from worksites.

**WORK ENVIRONMENT**

Work is generally performed in courtrooms. Incumbents in this position constantly spends time in office environment.

**SAFETY RISK EXPOSURE**

On rare occasions incumbents in this position may become exposed to rare telephone verbal abuse by customers, patients, or citizens, emotional individuals (defendants, plaintiffs, family members, opposing counsels).

May become exposed to physical danger and occasional communicable diseases.

**PROTECTIVE GEAR & SAFETY MANUALS**

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

**CONSEQUENCES OF ERROR**

Potential errors can have legal ramifications, loss of funding, loss of organization's credibility.

**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.