GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: AUGUST 4, 2015
REVISED: SEPTEMBER 25, 2015
OPEN UNTIL FILLED

DEPARTMENT: **County Attorney**

POSITION: **Deputy County Attorney Principal**

LOCATION: **Payson**

JOB CODE: **15-073**

ANNUAL SALARY: **$68,854.00-$96,396.00 DOE**

PURPOSE OF THE JOB

The purpose of this position is to protect the safety of the citizens of Gila County by successfully prosecuting criminals to obtain justice and restitution for the victims of crimes.

This position prosecutes criminal cases, works with law enforcement personnel, and assists other attorneys with their cases.

SUPERVISORY RESPONSIBILITIES

Regularly assigns work to other employees and supervises related activities.

Provides recommendations on discharging employees, hiring employees, scheduling work hours of employees, evaluating performance of employees, handling employee grievances, employee training, granting time off, employee promotions, employee salary increases, employee disciplinary actions and employee coaching. Makes final decisions on managing assistants.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Reviews police reports, charges felony offenses, and presents cases to grand jury; represents the County Attorney at Grand Jury proceedings; presents evidence and questions witnesses before the Grand Jury; identifies and develops written materials, exhibits and related trial presentations.	20%
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.	20%
Represents Gila County Attorney in prosecuting persons charged with felony and misdemeanor criminal offenses; assures that cases are resolved within office policy guidelines; and assists newer attorneys with their cases.	10%
• Handles appellate and post-conviction matters in criminal cases; reviews citations, arrest sheets and other law enforcement documents; conducts factual and legal analysis to determine whether criminal charges should be filed based on the facts of law and evidence.	10%
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.	10%
• 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.	10%
• 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.	10%
• Represents assigned school districts and provides civil advice; attends school board meetings and serves as legal counsel at school disciplinary hearings.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

Provides project resource allocation based on pre-approved resources on organizational planning projects.

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ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures, speaks with the media, conducts meetings and provides advocacy before the courts.

WRITTEN COMMUNICATION DUTIES

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

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 (JD) degree.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years experience in criminal trial practice.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

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 REQUIRED

English language and composition, law and government, law enforcement, education. Legal principles and practices; Arizona and Federal case law; civil and criminal law principles and practices; felony, misdemeanor and juvenile prosecution methods and practices; civil defense/prosecution strategies and processes; methods, materials and references utilized in legal research; general supervisory principles and practices; professional ethics in the practice of law; techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds; County policies and procedures.

SKILLS REQUIRED

Analytical thinking, critical thinking, analytical writing, communicating diplomatically, persuading and influencing, negotiating, problem recognition, problem solving, 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.

ABILITIES REQUIRED

Fully and quickly comprehend spoken words, express one's self orally, express self through written words, speak clearly and sensibly, consider options, risks, and benefits.

PHYSICAL DEMANDS

- Regularly stands to present and attend to courtroom duties.
- Rarely sits to operate special equipment; attends to reception areas; and perform watchmen duties.
- Regularly lifts under 10 lbs, up to 75 lbs. of work related materials, equipment, tools, and/or gears.
- Constantly requires dexterity for keyboard operation; rarely requires dexterity for special gadgets.
- Incumbents in this position may be required to intervene to break citizen altercations; walk; bend; stoop; crawl; kneel and twist to complete tasks.

WORK ENVIRONMENT

Incumbents in this position constantly spends time in office environment and courtrooms.

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to telephone verbal abuse by customers, patients, or citizens, emotional customers, patients, or citizens, physical danger, and in-person personal verbal abuse while conducting work in courtrooms.

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.