GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: AUGUST 3, 2016
OPEN UNTIL FILLED

DEPARTMENT: **County Attorney**

POSITION: **Deputy County Attorney**

LOCATION: **Payson**

JOB CODE: **16-071**

ANNUAL SALARY: **$58,812-$70,574 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. This position drafts court documents, represents victims in court and argues their cases, and negotiates with the opposing counsel. The attorney also communicates with relevant parties.

SUPERVISORY RESPONSIBILITIES

This position occasionally assigns activities to other employees.

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

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

ORAL COMMUNICATION DUTIES

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

WRITTEN COMMUNICATION DUTIES

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

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and 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

No previous experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

Arizona Supreme Court Bar Licensure, Arizona Bar Association Membership.

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KNOWLEDGE REQUIRED

Public safety and security, law and government, Federal, State, Local laws, regulations, statutes, public safety regulations and information technology.

SKILLS REQUIRED

Analytical thinking, analytical writing, reading, presentation (small to medium groups), persuading and influencing, negotiating, problem solving and time management.

ABILITIES REQUIRED

Fully and quickly comprehend spoken words, express one's self orally, express self through written words, maintain auditory attention and read and write at college level.

PHYSICAL DEMANDS

- Occasionally stands to present.
- May be required to lift work related materials or equipment up to 25 lbs.
- Constantly requires dexterity for keyboard operation.
- Incumbents in this position may be required to occasionally walk to and from work sites, bend, kneel and twist to complete tasks.

WORK ENVIRONMENT

Incumbents in this position regularly spends time in office environment; routinely spends time in library, auditorium; occasionally spends time in automobile.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk; may become exposed to telephone verbal abuse by customers or citizens and individuals with high level of emotional distress.

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.