

<p><i>Code: 3115</i> <i>Title: ATTORNEY</i></p>

SUMMARY: Coordinates and conducts professional legal work; may specialize in one or more areas of specialized law; may supervise assigned personnel. Serves all levels and assignments of attorneys in the Offices of the County Attorney, the Public Defender and the Public Fiduciary and covers a wide range of duties and responsibilities.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Prosecutes or defends a variety of criminal cases in Justice Court, Juvenile Court, Superior Court and Appellate Courts;
Represents County departments in civil litigation and administrative matters;
Engages in negotiations for compromise and settlement of cases;
Engages in pretrial, post trial, trial and appellate practice as required by cases;
Researches legal questions;
Prepares ordinances, resolutions, contracts and leases for consideration by County officials;
Prepares legal opinions and advises County officials on a variety of legal matters;
Acts in a fiduciary capacity on guardianship and/or conservatorship matters;
Engages in probate administration;
Researches and drafts legal motions;
Prepares pleadings, briefs and other legal documents;
Reviews and evaluates investigative reports;
Participates in investigations;
Supervises clerical, investigative and/or legal staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- relevant civil and criminal law;
- rules of civil and criminal procedures and rules of evidence;
- legal research;
- legal ethics.

Skill in:

- analyzing legal documents and instruments;
- preparing opinions and drafting legal documents;
- presenting and arguing cases in court;
- developing and maintaining effective working relationships with others;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

Graduation from an American Bar Association (ABA) accredited school of law.

OTHER REQUIREMENTS:

Licenses and Certificates: Admission to the Arizona State Bar at the time of appointment. Failure to maintain the required licensure shall be grounds for termination. At the discretion of the Appointing Authority, the applicant may be appointed to the Law Clerk classification until such time as the applicant is admitted to the Arizona State Bar.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

04/01/87
Updated 12/24/07(team)