

Code: 3125

Title: ADMINISTRATIVE ATTORNEY

SUMMARY: Plans, organizes, manages and directs a major division of the County Attorney's Office or the Public Defender's Office.

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

Plans, organizes, manages, assigns, and supervises all aspects of the work of a legal office or a major division of a legal office;

Supervises a large staff of attorneys, investigators and support personnel;

Exercises coordination and direction through assigned managers and/or supervisors;

Assists with the preparation and control of budgets;

Participates in meetings with County officials and local or national law enforcement, judicial or professional groups;

Provides legal advice to the Board of Supervisors, the County Manager, and other County departments and officials;

Advises and trains professional staff on trial tactics and rules of evidence;

Participates in the interviewing and hiring of attorneys;

Develops and reviews office policies and procedures;

Reviews performance statistics and makes recommendations regarding improved performance and operations;

Reviews and evaluates performance of professional staff;

Prosecutes or defends cases of a critical or sensitive nature.

KNOWLEDGE & SKILLS:

Knowledge of:

- legal principles and practices including civil, criminal, juvenile, constitutional and administrative law and procedures;
- trial procedures and rules-of-evidence;
- legal research;
- the planning and presentation of effective court cases;
- legal ethics;
- the principles and practices of supervision and management.

Skill in:

- conducting legal research, analyzing data and determining proper courses of action;
- preparing, presenting and conducting trials, defenses and appeals effectively;
- analyzing and applying legal principles;
- presenting statements of law, facts and arguments clearly and logically;
- communicating effectively;
- evaluating the work of professional staff.

MINIMUM QUALIFICATIONS:

Graduation from an accredited school of law and significant experience as a practicing attorney. Some of this experience must have involved management or supervisory responsibilities. Minimum qualifications will vary based upon the needs of the Appointing Authority.

OTHER REQUIREMENTS:

Licenses and Certificates: Admission to the Arizona State Bar. Failure to maintain the required licensure may be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

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
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