



MARICOPA COUNTY JOB DESCRIPTION

PROSECUTOR IV - BUREAU CHIEF

MARKET RANGE TITLE: Attorney IV

DEPARTMENT: MCAO - 190

DIVISION/SECTION/UNIT: Various

FLSA STATUS: Exempt

CLASSIFIED/UNCLASSIFIED: Classified

POSITION NUMBER: 12666

JOB CODE: SLS010

POSITION OVERVIEW

About the Position

The Bureau Chief is tasked with leading, supervising, and managing a trial bureau in the Maricopa County Attorney's Office that prosecutes felony cases. The Bureau Chief exercises direct supervision of trial lawyers, paralegal supervisors, and administrative professional supervisors. The Bureau Chief may also carry a caseload, conduct hearings, respond to crime scenes, and present to the public on a variety of issues.

Note: Specific bureau assignments and transfers to other bureaus or Prosecutor IV functions are at the discretion of the County Attorney.

About the Office of the County Attorney

We believe in integrity. We believe in justice for all. And we are proud to deliver high-quality prosecution, comprehensive victims' services, crime prevention programs, and more to the residents of Maricopa County. If you would like to utilize your talents and skills to stand up for Maricopa County, apply today, and join our team!

POSITION QUALIFICATIONS

We recognize your time is valuable, so please apply if you meet the following required qualifications.

Education

- Juris Doctor (JD) from an accredited and American Bar Association (ABA) approved law school

Experience

- Five (5) years of experience as an attorney

Other Requirements

- Must be admitted to practice law and be in good standing with the State Bar of Arizona at the time of hire.
- Must currently possess and have the ability to obtain a valid Arizona Driver's License at time of hire.
- Must obtain ACJIS Terminal Operator Certification within six (6) months of hire or promotion and maintain certification throughout the course of this assignment.
- May require on-call/overtime availability to respond to after-hour inquiries and notification alerts.
- May be required to testify in court proceedings.
- May be required to travel to perform certain work functions.

- Must have the ability to obtain and maintain a security clearance.

Our Preferred Candidate has

- Nine (9) years of experience as a prosecutor

ESSENTIAL JOB TASKS

The tasks listed are a representation and not an all-inclusive list of essential job tasks for this position.

- Leads, supervises, and manages assigned employees including managing bureau workload, ensuring high quality work product, and handling personnel and disciplinary matters
- Being available for consultation after hours and on weekends
- Handles the prosecution and supervision of a wide range of cases, including complex felony cases that involve substantial public safety concerns
- Complies with all rules regulating professional responsibility, including specific rules addressing the prosecutorial function
- Supervises, trains, and advises less experienced prosecutors
- Maintains professional relationships with victims, witnesses, law enforcement agencies, allied professionals, and members of the community
- Develops cooperative working relationships with other agencies or groups, including law enforcement, prosecution, and judicial committees
- Negotiates the just resolution of assigned cases consistent with MCAO policies and other guidance from the County Attorney
- Complies and ensures compliance with Victims' Rights
- Discusses and presents an analysis of cases with trial attorneys, supervisors, and the County Attorney
- Interviews witnesses regarding facts as needed in the prosecution of the case(s)
- Covers court and other duties as assigned
- Must manage cases and workload using MCAO's electronic case management system

Working Conditions

Office and courtroom setting in a high volume, fast-paced environment with frequent stressful situations. May require long periods of sitting while completing paperwork, standing, and moving about while performing duties. Must have the ability to travel to and from various County locations for court appearances, meetings, and trainings, while utilizing personal or County-owned vehicles. Must have the ability to move up to 20 pounds.

SELECTION PROCEDURE:

The Maricopa County Human Resources Department reserves the right to admit to the selection process only those candidates considered to be the most highly qualified. Those selected will be assessed based on the evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by Human Resources.

All offers of employment made to new hires and rehires at Maricopa County are contingent upon successful completion of a post-offer, pre-employment thorough background investigation. A background investigation is conducted on a current employee who changes to a Safety Sensitive Position or one having the potential for serious adverse impact on the integrity or efficiency of the County. These requirements do not pertain to employees of elected officials who undergo background investigation processes administered through their respective offices.

Typically, successful candidates are hired at a salary rate up to the midpoint of the range, based on relevant experience, internal equity, and budgetary allowances.

Maricopa County is an EEO/ADA Reasonable Accommodation Employer.