



## MARICOPA COUNTY JOB DESCRIPTION

# PROSECUTOR I-III

**MARKET RANGE TITLE:** Attorney I-III

**DEPARTMENT:** MCAO - 190

**DIVISION/SECTION/UNIT:** Various

**FLSA STATUS:** Exempt

**CLASSIFIED/UNCLASSIFIED:** Classified

**POSITION NUMBER:** Various

**JOB CODE:** Various

### **POSITION OVERVIEW**

The Prosecutor is tasked with prosecuting criminal cases for the Maricopa County Attorney's Office and providing competent legal advice and services.

This recruitment is utilized to fill Attorney levels I – III positions. The level and compensation offered will be based on the education and experience provided on the application.

- Attorneys hired at a level I will be compensated at a range of \$61,484.80 - \$66,206
- Attorneys hired at a level II will be compensated at a range of \$72,467 - \$84,053
- Attorneys hired at a level III will be compensated at a range of \$90,189 - \$121,305.60

### **POSITION QUALIFICATIONS**

#### **Education**

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

#### **Other Requirements**

Applications will be considered from the following:

- Candidates who are currently admitted to practice law and are in good standing with the State Bar of Arizona
- Candidates with an active out-of-state bar license, awaiting admission to the State Bar of Arizona
- Candidates who have completed the Arizona Bar Exam and are awaiting results or admission
- Candidates who have received a Juris Doctorate and are waiting to complete the Arizona Bar Exam
- Candidates who are current 3rd-year law students, expected to receive a Juris Doctorate within the next four (4) months

NOTE: Those who have not yet received admission to the State Bar of Arizona cannot be hired until admitted.

Updated: April 2021

## **Our Preferred Candidate has**

- Prosecution experience

### **ESSENTIAL JOB TASKS**

*(This is not an all-inclusive list of all job duties that may be required; employees will be required to perform other related duties as assigned. List in order of importance.)*

- Negotiates the just resolution of assigned cases and complies with Victims' Rights
- Maintains professional relationships with victims, witnesses, law enforcement agencies, and members of the community
- Discusses and presents analyses of legal issues
- Conducts trials and presents oral arguments as needed
- Composes memoranda and pleadings regarding legal issues of concern as needed in assigned cases
- Interviews witnesses regarding facts as needed in the prosecution of the case(s)
- Researches and analyzes legal issues using both computerized legal research and hard copy tools
- Covers court and other duties as assigned
- Complies with all rules regulating professional responsibility, including specific regulations addressing the prosecutorial function

### **Working Conditions:**

Office and court room setting in high volume, fast-paced environment with frequent stressful situations. May require long periods of sitting while completing paperwork, standing and moving about during course of performing duties. Ability to travel to and from various county locations for court appearances, meetings and trainings, utilizing personal or county owned vehicle. Ability to move up to 20 pounds.