



MARICOPA COUNTY JOB DESCRIPTION

SPECIALTY COURTS PROSECUTOR I-II

MARKET RANGE TITLE: Attorney I-II

DEPARTMENT: MCAO - 190

DIVISION/SECTION/UNIT: Training and Post Conviction

FLSA STATUS: Exempt

CLASSIFIED/UNCLASSIFIED: Classified

POSITION NUMBER: 78740

JOB CODE: PLS007

POSITION OVERVIEW

About the Position

The Specialty Courts Attorney is responsible for handling cases for the Maricopa County Attorney's Office in the Probation Violation Courts and other specialty courts. Duties include representing the State in probation violation court proceedings which requires the attorney to review felony matters where the defendant is alleged to have violated their terms of probation, make appropriate sentencing recommendations, respond to both oral and written motions, and conduct evidentiary hearings as needed.

This position will also require the Attorney to respond to written post-conviction motions and petitions including motions to modify probation terms and restore civil rights. The Attorney may also be called upon to represent the State in certain specialty courts such as Drug Court, DUI Court, Veterans Court and Mental Health Court. The specific assignment to a court or transfer to a new assignment performing comparable work is possible and at the sole discretion of the County Attorney.

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

Attorneys hired at a level I will be compensated at a range of \$29.56 - \$31.83

Attorneys hired at a level II will be compensated at a range of \$34.84 - \$40.41

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 qualification.

Education

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

Other Requirements

- Must be admitted to practice law and be in good standing with the State Bar of Arizona by the time of hire.
- Must currently possess and have the ability to obtain a valid Arizona Driver's License by the time of hire.
- May be required to travel to perform certain work functions.

Our Preferred Candidate has

Prosecutor experience in Arizona

ESSENTIAL JOB TASKS

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

- Represents the State in probation violation court hearings and other specialty courts as needed
- Prepares for court by reviewing the cases scheduled to be heard on the court's calendar
- Advocates both orally and in writing on behalf of the State
- Responds to written post-conviction motions
- Assists victims in asserting their rights at any hearing
- Reviews and responds to motions in felony cases as assigned
- Complies with all rules regulating professional responsibility
- Covers court and other duties as assigned

Working Conditions

Office and courtroom setting in 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.