



MARICOPA COUNTY JOB DESCRIPTION

TAX ATTORNEY

MARKET RANGE TITLE: Attorney

DEPARTMENT: MCAO - 190

DIVISION/SECTION/UNIT: Civil Services

FLSA STATUS: Exempt

CLASSIFIED/UNCLASSIFIED: Classified

POSITION NUMBER: 68124

JOB CODE: PLS005

POSITION OVERVIEW

About the Position

The Attorney will handle litigation matters primarily for the Maricopa County Assessor's Office in residential and commercial property tax appeals. The position will work closely with the Maricopa County Assessor's Office litigation team related to property tax appeals.

About the Office of the County Attorney

The Civil Services Division of the Maricopa County Attorney's Office serves as a law firm that provides legal representation and advice to the County government, its various elected officials and agencies, as well as the dedicated employees of Maricopa County. We handle matters such as tax appeals by County taxpayers, environmental enforcement cases, public records requests, and we defend legal actions, lawsuits, and claims brought against the County. Our division has three practice groups: Litigation, Government Advice, and Behavioral Health/Human Resources/Tax.

If you would like to utilize your talents and skills to stand up for Maricopa County, apply today, and join our team!

NOTE: This position is seeking a litigation attorney to work in the Human Resources, Behavioral Health and Tax Practice Group to handle matters associated with the tax practice.

POSITION QUALIFICATIONS

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

Education

- Juris Doctorate from an ABA-accredited law school

Experience

- Three (3) years of experience in civil trial or litigation practice

Other Requirements

- Must have current Arizona State Bar license and be in good standing with Arizona Bar Association.
- Must currently possess or have the ability to obtain a valid Arizona driver's license by the time of hire.
- The Maricopa County Attorney's Office requires a thorough background check of all successful candidates and is authorized to test prospective employees for the presence of illegally accessed drugs. Testing is conducted once an offer has been extended and prior to placement.

Our Preferred Candidate has

- Courtroom experience; arguing motions and conducting trials
- Experience handling residential or commercial property tax matters

ESSENTIAL JOB TASKS

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

- Performs complex legal work and holds responsibility for litigation of significant difficulty involving Maricopa County, its officers, and their employees on a wide range of issues
- Conducts research and analyzes legal issues
- Apply legal analysis, research, and writing techniques and tools in order to draft clear, concise, and organized legal correspondence, memoranda, documents, and pleadings
- Develops and deploys trial strategies for assigned cases, including cases that have a high degree of legal or financial impact
- Complies with continuing legal education requirements and other requirements imposed by the State Bar of Arizona
- Attends and defends clients at all status conferences, oral arguments, settlement conferences, trials, or any other court hearing
- Presenting and arguing cases in court with the ability to handle unanticipated problems smoothly and calmly
- Communicate effectively with clients, judges, and witnesses by telephone, in one-on-one meetings, and in a group setting

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.