



# MARICOPA COUNTY JOB DESCRIPTION

## ATTORNEY - SENIOR COUNSEL

**MARKET RANGE TITLE:** Attorney IV

**DEPARTMENT:** MCAO - 190

**DIVISION/SECTION/UNIT:** Civil Service Division

**FLSA STATUS:** Exempt

**CLASSIFIED/UNCLASSIFIED:** Classified

**POSITION NUMBER:** TBD

**JOB CODE:** SLS010

### **POSITION OVERVIEW**

The Attorney Senior Counsel position performs advanced legal work by providing employment related advice to the Maricopa County Board of Supervisors, County Administration and its departments, elected officials, and special taxing districts with minimal direction and supervision. The position also defends the County in administrative hearings and employment related litigation.

### **POSITION QUALIFICATIONS**

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

#### ***Education:***

- Juris Doctor or Doctor of Jurisprudence degree from an American Bar Association (ABA) approved law school

#### ***Experience:***

- Five (5) years of experience practicing employment litigation and/or advisory experience

#### ***Other Requirements:***

- Must be admitted to practice law and be in good standing with the State Bar of Arizona at time of application.
- Must possess or have the ability to obtain a current, valid Arizona driver's license at time of hire.

#### **Our Preferred Candidate has:**

- Practice of law for six (6) years

## **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)*

- Communicates effectively, verbally and in writing, with clients, staff, courts and other administrative agencies
- Reviews and analyzes relevant law to advise clients and represent the county in litigation and administrative matters
- Conducts research and analyzes legal issues
- Develops and deploys trial strategy for assigned cases
- Provides a significant degree of guidance and support to less experienced legal staff on matters such as legal strategy, research, client discussions, discovery, hearings, and trials
- Develops client discussions, discovery, motions, court appearances, and trials
- Complies with the continuing legal education requirements and other requirements imposed by the State Bar of Arizona
- Implements changes in process and procedures

### ***Working conditions:***

*Maricopa County is an EEO/ADA Reasonable Accommodation Employer.*

Office and court room settings 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.