



MARICOPA COUNTY JOB DESCRIPTION

ATTORNEY - CIVIL LITIGATION

MARKET RANGE TITLE: Attorney

DEPARTMENT: MCAO - 190

DIVISION/SECTION/UNIT: Civil Service Division

FLSA STATUS: Exempt

CLASSIFIED/UNCLASSIFIED: Classified

POSITION NUMBER: NA

JOB CODE: N30101

POSITION OVERVIEW

The Civil Litigation Attorney will handle litigation caseloads that include defending cases in Maricopa County Superior Court and the United States District Court. The types of cases that may be handled range from state law tort claims to civil rights claims. Additionally, should there be an appeal of any claim, the attorney will prepare the necessary appellate briefs and argue those cases in the appellate court. All litigation attorneys are given a great deal of autonomy to handle their assigned cases, while at the same time having access to the knowledge and experience of seasoned litigators.

POSITION QUALIFICATIONS

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

Education:

- Juris Doctorate from an ABA-accredited law school

Experience:

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

Other Requirements:

- Must currently possess, or have the ability to obtain by the time of hire, a valid Arizona driver license.
- Must have current Arizona Bar license and number, and be in good standing with Arizona Bar Association

Our Preferred Candidate has:

Preferred education/experience/training/certifications

- Direct civil trial experience (bench and juries) in Arizona
- Civil Litigation experience litigating cases in State and/or Federal Court

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)

- 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 including but not limited to their powers, mandated functions, jurisdiction, procedures, and operations

Revised: March 2021

- Handles a broad spectrum of civil claims and litigation, including but not limited to torts, civil rights, contracts, administrative law, or other relevant practice areas
- Conducts research and analyze legal issues using both computerized legal research and hard copy tools
- Develops client discussions, discovery, motions, court appearances, and trials
- Develops and deploys trial strategies for assigned cases, including cases that have a high degree of legal or financial impact on their clients and Maricopa County
- Provides litigation risk analyses, defense cost forecasting, and status reports to the Practice Group Lead and, where appropriate, to the Maricopa County Board of Supervisors, the Maricopa County Self-Insured Trust Fund Board of Trustees, the Maricopa County Risk Manager and clients
- Complies with continuing legal education requirements and other requirements imposed by the State Bar of Arizona
- Handles cases from inception by conducting research and analyzing the legal and factual issues involved
- Utilizes research and litigation analysis to develop and deploy a discovery, disclosure, and trial strategy with the client and other attorneys in the office
- Attend and defend clients at all status conferences, oral arguments, settlement conferences, trials, or any other court hearing
- Responsible for compliance with the continuing legal education requirements and other requirements imposed by the State Bar of Arizona

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.