



MOHAVE COUNTY
invites applications for the position of:

Attorney IV

SALARY: \$36.74 - \$57.02 Hourly
\$2,939.20 - \$4,561.60 Biweekly
\$76,419.20 - \$118,601.60 Annually

OPENING DATE: 06/17/14

CLOSING DATE: Continuous

JOB SUMMARY:

Mohave County Public Defender is currently recruiting for an Attorney IV (Supervising/Lead Attorney).

Performs complex professional seasoned (practiced or skilled) or advanced journey level legal work through either representing the assigned department in conducting complex research, litigation, and/or defense work. As a Senior/Supervising Attorney, incumbent is involved in planning and directing the work of a major unit responsible for providing complex professional legal services in a specialized area.

REPORTS TO

Work is performed under general direction of the Public Defender with wide latitude for independent judgment and work is reviewed and evaluated through results obtained.

SUPERVISION EXERCISED

Exercises technical, functional and/or direct supervision of assigned professionals, clerical support, investigative and paralegal personnel.

To view job description in it's entirety, please click on "Job Description" link.

ESSENTIAL JOB FUNCTIONS:

- Represents the Public Defender in courts of law.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Defends all classes of felony and gross misdemeanor preliminary hearings including murder cases, and murder cases in which the death penalty is sought to be imposed.
- Defends complex criminal cases; reviews evidence; interviews witnesses; prepares pre-trial legal memoranda; selects juries; prepares and presents opening and closing statements; examines and cross examines witnesses; makes and meets legal objections; and requests legal instructions.
- Evaluates criminal charges as filed and instructs investigators as to additional information needed to defend cases; evaluates the information and determines the appropriate disposition of the case.
- Evaluates criminal cases of newer attorneys; suggests lines of investigation, appropriate trial tactics and legal motions to use; gives advice as to appropriate

dispositions.

- Administers programs in a specific field of criminal law; evaluates effectiveness of particular section in which assigned.
- Assists in coordinating court dockets including jury trials, preliminary hearings, bench trials, sentencing, and probation violation hearings and motions.
- As assigned, supervises and trains assigned attorneys or others in matters relating to the Public Defender's Office.
- As assigned, completes performance evaluations; may make hiring recommendations; recommends disciplinary actions; approves vacations and time off; prepares work schedules and assignments; supervises the activities of assigned personnel; monitors reports and recordkeeping activities filed by assigned personnel for completeness, accuracy, and adherence to policy and procedure guidelines; instructs personnel in departmental policies, procedures and techniques; and provides technical assistance and training.
- Makes presentations to consumer, civic, church groups and others concerning the Public Defender's office.
- Serves on specific task groups as requested by the Public Defender.
- Participates in policy-making discussions with the Public Defender.
- Possesses authority to make office-wide decisions if necessary in the absence of the Public Defender.
- Attains additional knowledge of legal, judicial and other job-related fields through reading of related information and materials and attending training and educational classes.
- Maintains files; compiles reports and statistics as needed.

SECONDARY JOB FUNCTIONS

- Performs related work as required.
- Performs special assignments as requested.

MINIMUM QUALIFICATIONS:

- Juris Doctorate from an ABA law school.
- Licensed to practice law in the State of Arizona (please list on application), or eligible for admission pursuant to Supreme Court Rule 38 (g).
- Seven (7) years' experience in criminal defense performing responsible, complex professional legal work.
- Some experience performing administrative and supervisory responsibilities.
- OR an equivalent combination of education, experience, and training may be considered in meeting the minimum qualifications.

SPECIAL JOB REQUIREMENT

- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

- Principles, methods, materials, and practices of legal research in civil and criminal

law.

- Methods and practices of prosecuting/defending criminal/civil cases and of effective techniques in the preparation and presentation of cases in court.
- Common law, State and Federal laws and regulations.
- County resolutions and charter provisions relating to the authority and functions of the assigned County department.
- Court procedures and rules of evidence.
- Established precedents and source legal references applicable to County activities.
- Interviewing and investigative techniques.
- Department policies, rules, regulations, and procedures.
- Principles and practices of leadership, supervision and training.
- Personal computer functions and applications.
- Mohave County Merit Rules, Administrative Procedures and Department Regulations.

Ability to:

- Set priorities, plan, assign, supervise and evaluate the work of subordinate professionals, investigatory and clerical personnel.
- Train subordinate and/or less experienced professional personnel in legal research and presentation methods and procedures.
- Attain additional knowledge of legal, judicial and other job-related fields through reading of related information and materials and attending training and educational classes.
- Analyze, appraise and organize facts, evidence and precedents concerned with difficult and complex cases and to effectively present such materials in clear and logical form and in an oral or written presentation.
- Understand and interpret constitutional provisions, statutes, administrative regulations and precedents.
- Understand, interpret and apply pertinent federal, state and local rules, regulations, procedures and policies regarding legal work and services to include departmental procedures and requirements.
- Read, interpret and apply technical materials encountered as a result of work assignments.
- Establish and maintain cooperative working relationships and communicate tactfully and effectively with administrative officials, County governmental officials, employees, court officials, and the public both orally and in writing.
- Investigate and elicit information from people to include those who may be under emotional strain and/or angry and hostile.
- Prepare, present and conduct trial defenses and appeals effectively.
- Determine alternative courses of action.
- Present and argue cases in court and handle unanticipated problems smoothly.
- Maintain confidentiality, objectivity and freedom from prejudice.
- Deal with problems which may be controversial or sensitive in nature.
- Understand and grasp ideas quickly and follow instructions with initiative and exercise good judgment.
- Communicate clearly and concisely, both orally and in writing.
- Perform the essential functions of the job specifications with or without a reasonable accommodation.
- Maintain accurate and up-to-date records and documentation.

- Comply with Mohave County Merit Rules, Administrative Procedures and Department Regulations.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.mohavecounty.us>

Position #00159
ATTORNEY IV
SW

700 W. Beale St
Kingman, AZ 86402
928-753-0736 Ext 4363
928-753-0736 Ext 4261

Shondi.Locey@mohavecounty.us

Attorney IV Supplemental Questionnaire

- * 1. Do you possess both a Bachelor's Degree and a Juris Doctorate from an ABA law school?
 Yes No
- * 2. Are you licensed to practice law in the State of Arizona, or eligible for admission pursuant to Supreme Court Rule 38 (g)?
 Yes No
- * 3. Do you have a minimum of seven (7) years experience in direct criminal law?
 Yes No
- * 4. Describe your experience in coordinating community services for clients and utilizing sentencing alternatives.
- * 5. Describe your experience/training conducting legal research and author written memorandums and motions.
- * 6. Describe your experience/training in conducting jury trials on felony offenses.
- * 7. Describe any experience/training you have leading a team and/or supervising staff within a legal setting.
- * 8. Describe a time when you led and/or developed a special project from conception to implementation.
- * Required Question