



Pima County Attorney's Office Chief Civil Deputy – Position Description

The Chief Civil Deputy is a key member of the Executive Management Team of the Pima County Attorney's Office and is responsible for leading its Civil Division.

Legal Advice & Representation

The Civil Division employs 25 experienced attorneys who provide civil legal advice and representation to Pima County and its affiliated entities, which are: special taxing districts, including the Flood Control District, Library District, and Stadium District; elected officials, including the Board of Supervisors, Treasurer, Assessor, Recorder, Superintendent of Schools, Sheriff, Constables, Justices of the Peace, and County Attorney; appointed bodies, such as the Planning & Zoning Commission and Boards of Adjustment; appointed officials, including the County Administrator, Director of Elections, Medical Examiner, Clerk of the Board, Public Fiduciary, Public Defender, Legal Defender, Zoning Inspector, and others; as well as numerous county departments, including Finance and Risk Management, Health, Emergency Management, Transportation, Regional Wastewater Reclamation, Development Services, Procurement, Community Development, Natural Resources, Parks & Recreation, and dozens more.

The general practice areas within the Civil Division are represented by units, which include: business and transactions, torts, tax and bankruptcy, employment law, land use and environmental law, health law, and sheriff's legal advisor. The Civil Division also handles matters involving application and enforcement of the Arizona Public Records Law, Open Meetings Law, election laws, Legal Arizona Worker's Act, and other specialty areas.

Civil Division attorneys practice before hearing officers, quasi-judicial bodies, administrative tribunals, state courts at all levels, and federal courts at all levels.

The Chief Civil Deputy generally handles the day-to-day representation of the County Administrator and Board of Supervisors, including sitting with the Board during its weekly public meetings. The Chief Civil Deputy also oversees and manages all additional legal work performed by the Civil Division and selects and manages contracts with outside counsel when necessary.

Leadership

The Chief Civil Deputy leads and manages the Civil Division in a manner that supports and advances the overall mission of the County Attorney's Office to pursue justice, prosecute criminals, and protect the public, as well as the more specific mission of the Civil Division to provide ethical, effective, and efficient government.

The Chief Civil Deputy takes initiative, makes appropriate legal decisions, provides clear direction to attorneys and staff, creates a positive work environment, promotes teamwork, sets an example of professionalism, and demonstrates honesty and integrity at all times.

Management

The Chief Civil Deputy assists the County Attorney's Administration Division in preparing the annual budget for the County Attorney's Office, including reporting significant accomplishments from the prior fiscal year, making projections regarding utilization of legal services and the need for personnel and other resources to meet changing needs.

The Chief Civil Deputy coordinates with the Administration Division in administering the hiring process, the performance review process, and the discipline process for attorneys in the Civil Division.

The Chief Civil Deputy coordinates regarding the use of hardware, software, electronic data management, and electronic storage with the Administration Division's Information Technology Unit and the Trial Support Services Unit.

Communication

The Chief Civil Deputy communicates effectively with the County Attorney's Executive Management Team, all client representatives, all attorneys and staff in the Civil Division, and with members of the public and the news media.

The Chief Civil Deputy meets regularly with the Chief Deputy, the Executive Management Team, the Civil Division as a whole, the Civil Division Management Team, individual Civil Division Unit Supervising Attorneys, and the Civil Division Staff Supervisor.

The Chief Civil Deputy also meets regularly with the County Administrator, and, as necessary, with individual members of the Board of Supervisors, the Risk Manager, Deputy County Administrators, and Department Directors.

The Chief Civil Deputy's communications always demonstrate honesty, civility, and respect. The Chief Civil Deputy maintains confidences as required by law, the Rules of Professional Responsibility, and Office policies.

The Chief Civil Deputy succinctly summarizes complex legal concepts in a manner that non-lawyers, including clients, staff, and representatives of the media can understand.

Interpersonal Skills and Relationships

The Chief Civil Deputy is professional, confident, adaptable, and agreeable, and handles difficult situations in a calm and deliberate manner, treating everyone with dignity and respect.

The Chief Civil Deputy is trustworthy, respectful, responsible, fair, and caring. The Chief Civil Deputy relates well to people and develops and maintains strong relationships with the County Attorney, the Executive Management Team, the attorneys and staff in the Civil Division, and all client representatives.

Required Qualifications

- Membership in good standing with the State Bar of Arizona
- Minimum five years of civil legal experience
- Positive reputation for honesty, integrity, and professionalism
- Excellent interpersonal, organizational, and communications skills
- Ability to manage and lead a diverse workforce

Desired Qualifications

- Knowledge of and experience with laws applicable to local governments and public bodies in Arizona, including the Open Meeting Law, Public Records Law, Conflicts of Interest, Constitutional Law, liability under 42 U.S.C. Section 1983, Public Finance, and Land Use
- Experience with management, public speaking, and communicating with the news media