

Chief Civil Deputy – Pima County Attorney’s Office

The Pima County Attorney’s Office is seeking an experienced attorney to lead the Civil Division.

Duties/Responsibilities:

- Provide legal advice to the Board of Supervisors, the County Administrator, and other County departments and elected officials;
- Responsible for the planning, assignment and supervision of all aspects of the work of the Civil Division with a large staff of attorneys, investigators, and support personnel;
- Assist with preparation and control of budgets;
- Participate in the interviewing and hiring of attorneys;
- Develop and review office policies and procedures;
- Review performance statistics and make recommendations regarding improved performance and operations;
- Review and evaluate performance of professional and paraprofessional staff;
- Prosecute or defend cases of a critical or sensitive nature.

Expertise:

- Civil legal principles and practices including constitutional and administrative law and procedures;
- Arizona Open Meeting and Public Records laws;
- Trial procedures and Rules of Evidence;
- Legal research;
- Planning and presentation of effective court cases and settlement negotiations;
- Legal ethics;
- Principles and practices of supervision and management.

Minimum Requirements: Graduation from an accredited school of law, admission to Arizona State Bar upon appointment, and significant experience as a practicing attorney.

Preferred Qualifications: Experience advising and representing a public governing board in Arizona.

Annual Compensation: \$68,900 - \$152,900 (DOE), Arizona State Retirement, and excellent benefits.

Interested applicants may submit letters of interest and resumes to Chief Deputy County Attorney Tamara Mulembo, tamara.mulembo@pcao.pima.gov

Pima County provides equal access and equal opportunity in employment and services and does not discriminate. [View the Pima County Equal Employment Opportunity Plan \(EEO\)](#)