

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:		Job Code:	ACV74583
Job Class Code:	510	Salary Schedule:	AREG
EEO Category:	02	Grade:	22
Workers Comp Code:	8820		

Job Code Established:	08/12/74	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Legal and Related Series

JOB CODE TITLE: ATTORNEY III

HRIS TITLE: ATTY III

CHARACTERISTICS OF THE CLASS: Under direction, is responsible for professional legal work of considerable difficulty often in an assigned major field; handles cases involving new and often large programs, precedent setting research and case presentation; cases tried and judgments made may have consequences which affect the direction of agency policy or the state policy and may be tried in any court; does independent research; guides the research of other attorneys and cross examines witnesses; and performed related duties as required.

EXAMPLES OF DUTIES: Provides legal representation of considerable difficulty in complex and difficult cases; has direct personal contact with persons in agencies served by the office, advising them regarding interpretation and application of laws, rules and regulations; independently prepares cases for and appears in trials which determine financial responsibility and which may require unusual knowledge of other professional fields in all cases except those of exceptional difficulty or involving extremely large sums of money (may assist an Attorney IV in such cases); provides legal representation of considerable difficulty in complex and difficult cases; provides legal representation in administrative hearings and courts of law; may draft contracts, orders, decisions, opinions and other legal instruments; these legal instruments may be of the type which endeavor to obtain a balance of conflicting interests and which could determine the direction of policies of a department or the state; attends high level department conferences and contributes advice on disputed legal matters which may have considerable impact on expenditures, policy development and future program of an agency or the state; answers questions referred by administrators concerning the application of statutes, rules and regulations, particularly in unusual and new areas of law; advises and may supervise less experienced attorneys on the staff and may supervise secretarial and clerical employees.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: legal research methods; legal principles and their application; the scope and character of Arizona statutory law; the provisions of the Arizona constitution; the principles of constitutional and administrative hearing procedures; rules of evidence; the area of law most applicable to the agency.

Skill/Ability to: Perform legal research in complex areas; analyze difficult and complex legal problems; apply legal principles and precedence to particular sets of facts; present statements of facts and law; present arguments clearly and logically in written and oral form; analyze and draft highly complex legislative measures; advise less experienced attorneys; supervise secretarial and clerical employees.

SPECIAL SELECTION FACTORS: Requires possession of and ability to maintain a current, valid license to practice law in the State of Arizona.