

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXC	Job Code:	ACV74584
Job Class Code:	510	Salary Schedule:	ASRATTY
EEO Category:	02	Grade:	03
Workers Comp Code:	8820		

Job Code Established:	08/12/74	Effective Date:	
Job Code Revised:	07/01/80	Effective Date:	

JOB CODE SERIES: Legal and Related Series

JOB CODE TITLE: ATTORNEY IV

HRIS TITLE: ATTY IV

CHARACTERISTICS OF THE CLASS: The unusually talented attorney who makes an outstanding contribution to a major agency and the state in the performance of his duties in a staff position over an extended period of time should be considered for the classification of Attorney IV. He may be the authority for all legal work in his area of specialty or for an agency to which he is assigned. He handles the most important cases and guides and directs other attorneys when needed but probably does not actually participate in the work assigned to junior attorneys.

EXAMPLES OF DUTIES: Independently performs legal work of unusual difficulty and of top-level importance requiring very specialized and expert knowledge in at least one particular major field; has direct personal contact with persons in agencies served by the office, advising them regarding interpretation and application of laws, rules and regulations; is a recognized expert in his legal specialty and may be called upon as a expert cross-examiner and as a legal advisor; provides legal representation in administrative hearings and courts of law; prepares cases for and appears in trials and appeals which are of greatest significance to the state; acts as the final authority for questions of law and attends various departmental conferences, particularly with agency heads to assist in the formulation of policies and procedures in those instances when expert knowledge is needed and when the most important of questions are to be decided; prepares legislation in the most sensitive areas and when high-level opposition and court proceedings are expected to test the validity of such legislation; meets with and prepares topics for policy determining meetings between city, county, state official and/or industrial concerns; may supervise a staff of attorneys in some instances, or may be assisted by other attorneys.

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 law; trial and administrative hearing procedures; rules of evidence; the area of law most applicable to the agency; management policies.

Skill/Ability to: Perform demanding legal research involving the most complex questions of law; analyze difficult and complex legal problems; apply legal principles and precedence to particular sets of facts; present statements of fact, law and argument clearly and logically in written and oral form and with a great degree of originality and creativeness; analyze and independently draft highly complex legislative measures; advise attorneys; supervise any staff when necessary.

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