

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXC	Job Code:	ACV74585
Job Class Code:	510	Salary Schedule:	ASRATTY
EEO Category:	01	Grade:	04
Workers Comp Code:	8820		

Job Code Established:	07/01/80	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Legal and Related Series

JOB CODE TITLE: ASSISTANT CHIEF COUNSEL

HRIS TITLE: ASST CHF COUNSEL

CHARACTERISTICS OF THE CLASS: Under direction, supervises legal activities of a major section of the Department of Law, or, coordinates the activities of the Legal Division of the Department of Transportation; acts as chief trial counsel and is responsible for the trial and appellate policies of the department's litigation; and performs related work as required. The Chief Counsel - Assistant has considerable supervisory and managerial responsibility and reports to a Chief Counsel or to the Chief Assistant Attorney General.

EXAMPLES OF DUTIES: Assists the Chief Counsel in the formulation of policies and procedures and in the administration of the division; trains and evaluates the performance of legal staff; plans, organizes, directs and reviews the work of the attorneys in the section, reviewing opinions, briefs, pleadings, trial memoranda and other legal matters, making suggestions for improvement and assuring that decisions conform to division policy; prepares and tries the most complex cases in the appropriate courts; provides legal advice and assistance in legal problems for agencies served by the section; informs staff of pertinent court decisions, statutes, pleadings, memoranda and briefs; acts for the Chief Counsel in his absence; assists the Chief Counsel and through the Chief Counsel with the State Attorney General concerning the development of office policies and programs.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: legal principles and practices including statutory, case, administrative and constitutional law related to area of assignment.

Skill/Ability to: plan and direct the activities of a staff of attorneys; analyze and appraise difficult and complex legal problems; apply legal principles and precedents to a particular set of facts; write clear and concise reports and opinions; present oral statements of facts, law and arguments clearly and logically.

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