

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>EXC</b>	<b>Job Code:</b>	<b>ACV74589</b>
<b>Job Class Code:</b>	<b>510</b>	<b>Salary Schedule:</b>	<b>ASRATTY</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>01</b>
<b>Workers Comp Code:</b>	<b>8820</b>		

<b>Job Code Established:</b>	<b>11/10/97</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Legal and Related Series

**JOB CODE TITLE:** AG ATTORNEY – MERIT

**HRIS TITLE:** AG ATTY MERIT

**CHARACTERISTICS OF THE CLASS:** The unusually talented attorney in the Arizona Attorney General's Office who makes an outstanding contribution to a major agency and the state in the performance of assigned duties in a staff position over an extended period of time should be considered for this classification. The AG Senior Attorney may be the authority for all legal work in area of specialty or for an agency to which assigned and may handle the most important cases and guide and direct other attorneys when needed by probably does not actually participate in the work assigned to junior attorneys.

**EXAMPLES OF DUTIES:** Within the Arizona Attorney General's Office, 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 attorney.

### **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 and 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; to advise attorneys; when necessary, supervise staff.

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