



Criminal Staff Attorney

Email to Apply: applicationsCOA1@appeals.az.gov

TYPICAL HIRING SALARY RANGE:

\$73,500

FIRST REVIEW DATE:

February 21, 2020

POSITION SUMMARY:

The Arizona Court of Appeals Division One is accepting applications for a full-time criminal staff attorney on its central legal staff. Duties include researching and writing legal memoranda and draft decisions in connection with criminal appeals and petitions for post-conviction relief.

This is a Regular, Full-Time, Exempt level position.

MINIMUM REQUIREMENTS:

Member of the State Bar of Arizona; excellent research and writing skills; strong academic background; at least two years of criminal litigation or similar experience. Applicants should be proficient with Microsoft Word and Outlook.

SELECTION PROCESS:

Resume, letter of interest, and writing sample must be received by Friday, February 21, 2020. Send to Human Resources at applicationsCOA1@appeals.az.gov or to **Arizona Court of Appeals Division One, Attention Human Resources, 1501 W. Washington St., Phoenix, AZ 85007.**

The selection process may include an initial interview and a second-round panel interview. Only applicants whose backgrounds most closely meet the needs of the position may be invited to interview. Requests for a special accommodation to participate in the interview process should be made at the time you are contacted to schedule an interview.

The Court of Appeals offers an excellent benefits package with a choice of medical and dental plans and the flexibility to choose a plan that is best suited for your needs. Benefits also include a Deferred Compensation Plan, Flexible Spending Accounts, life-insurance, long-term and short-term disability insurance, as well as required participation in the Arizona State Retirement System (ASRS).

In addition, our generous leave benefits allow employees from 96-200 hours of vacation annually (based on length of service), 96 hours of sick leave annually, and 10 paid holidays. Additional benefits include free covered parking, discounted bus fares, and an Employee Assistance Program.

The Court of Appeals, Division One is an Equal Employment Opportunity/Reasonable Accommodation Employer. Everyone is encouraged to apply and compete for jobs. If you require assistance at any stage of the application/exam process due to an accessibility issue, please contact the Human Resources Department by phone at (602) 452-6708.