



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Attorney I

FLSA: E

SERVICE: Unclassified

REVISED: 7/11/05

Summary: Under general supervision, performs professional work of considerable difficulty in prosecuting or defending civil and/or criminal cases and advising on legal matters; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Reviews legal cases to determine if sufficient cause exists to prosecute.
- Advises law enforcement officers and witnesses of legal procedures.
- Files complaints on Justice Court misdemeanor cases.
- Prosecutes or defends cases in Justice Courts.
- Confers with clients. Advises clients regarding their legal rights, courses of action and strength of a case.
- Reviews performance and gives instructions and guidance in court procedures, trial techniques and in matters of law.
- Conducts legal research on own behalf and that of other attorneys by computer.
- Obtains and reviews source documents such as police reports, medical records, and transcripts. Locates and interviews witnesses.
- Prepares and files necessary court documents.
- Attends and participates in court appearances and legal proceedings.

Knowledge and Skills:

- Knowledge of principles and procedures of the Arizona justice system.
- Knowledge of the application of statutes and legal precedents.
- Knowledge of legal and administrative proceedings.
- Knowledge of the preparation of legal defenses and prosecutions.
- Skill in rendering logical, clear and effective arguments.
- Skill in interpreting statutes, case histories and various laws.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill at conducting computerized legal research.
- Skill in preparing documents by word processing.

Desirable Qualifications:

Juris Doctorate from an accredited law school and current membership in the State Bar of Arizona;