



Civil Staff Attorney

Email to Apply: bvaught@appeals.az.gov

TYPICAL HIRING SALARY RANGE:

\$63,000 - \$68,000 annualized, based on experience.

FIRST REVIEW DATE:

September 27, 2017

POSITION SUMMARY:

The Arizona Court of Appeals Division One is accepting applications for a civil position on its central legal staff. Duties include researching and writing legal memoranda and draft decisions in connection with civil appeals.

This is a Regular, Full-time, exempt level position. This position is open for internal and external recruitment.

MINIMUM REQUIREMENTS:

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

SELECTION PROCESS:

Resume and writing sample must be received by September 27, 2017. Send to Barbara Vidal Vaught, Chief Staff Attorney, at bvaught@appeals.az.gov or to Arizona Court of Appeals Division One, 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 Arizona Court of Appeals is an EOE/ADA Reasonable Accommodation Employer.

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.