

Market Range Detail - Director - Litigation

Effective Date

March 18, 2009

Market Range Title Description

This position functions as the department head and leads the County's Litigation Department in representing the Board of Supervisors, Maricopa County, and its departments, managers, officers, and agents in all claims filed against or on behalf of Maricopa County. Job responsibilities include: assigning all civil claims and litigation to staff counsel or to outside counsel; performing complex, legal work for litigation of significant difficulty involving the Board of Supervisors, County departments, special boards, districts, and/or commissions on a wide range of issues including, but not limited to their powers, mandated functions, jurisdiction, procedures, and operations; providing direction and assistance to counsel assigned to more complex matters; directing the trial strategy of cases that have a high degree of legal or financial import to the County; providing a significant degree of guidance and support to less experience legal staff on matters such as legal strategy, research, client discussions, discovery and trials; reporting to the Board of Supervisors on the status and strategy of complex and significant litigation; overseeing the development and utilization of appropriate litigation budgets; directing the preparation and approval of the budget; managing subordinate staff; overseeing all department personnel actions and issues. The Director reports to the County Manager.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$57.28	\$72.60	\$87.91

Likely Minimum Qualifications

- Graduate of an accredited law school
- Licensed attorney in good standing with the State Bar of Arizona
- Must have been admitted to practice for a minimum of 10 years or have at least 8 years of civil trial practice experience
- Minimum of 5 years of experience supervising other attorneys and support staff
- Up to 2 years experience in the practice of public agency law or 2 years general civil law Experience in areas such as torts, contracts, health care, employment, administrative law, probate, real estate, environmental and air quality, water rights, land use or other relevant practice areas may be substituted for 2 years of civil trial experience
- Up to 5 years civil trial experience handling complex litigation that required management/coordination of professional and support staff may be substituted year for year for supervisory experience

Working Titles

- Director of Litigation

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.