

Market Range Detail - Attorney Civil Practice Manager

Effective Date

March 16, 2011

Market Range Title Description

Positions in this market range title are responsible for the planning, management, and direction of a civil practice unit in the County Attorney's Office that delivers effective legal services and litigation support to Maricopa County departments, agents, and officials. Incumbents are responsible for a broad range of complex, legal activities and work is accomplished through a staff of Attorney – Senior Counsel, Attorney, Legal Assistant Supervisor, Legal Assistant, Legal Support Supervisor, and Legal Support Specialist positions.

Typical job duties include: establishing goals, strategies, and priorities; developing, recommending, and implementing new practices and procedures to improve the quality and quantity of legal services and internal operations; resolving highly difficult and sensitive legal and operational issues; advising and counseling supervisors and attorneys on legal issues, case preparation, and trial strategies; overseeing team assignments; preparing and managing the most difficult civil legal issues; collaborating with other Attorney – Civil Practice Managers; keeping informed of proposed state and federal legislation affecting the organization; assisting in budget monitoring and development. Supervisory responsibilities include providing leadership to staff, hiring new staff, evaluating staff performance, coaching and disciplining staff, and providing professional development.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$52.34	\$63.14	\$73.93

Likely Minimum Qualifications

- Graduate of an accredited law school.
- Licensed attorney in good standing with the State Bar of Arizona.
- Six years of experience as a practicing attorney including four years in a government organization.
- Preference may be given for prior supervisory experience.

Working Titles

- Civil Practice Group Leader

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.