**ABOUT THIS POSITION**

Ready to make a difference in our City? View prosecution as a career? Join our team of dedicated and committed professionals by applying today to be an attorney with the City of Phoenix Prosecutor’s Office. Together we will work towards making Phoenix a stronger safer community.

The City Prosecutor's Office is a fast-paced criminal litigation practice which handles the prosecution of misdemeanor crimes committed in Phoenix such as assault, shoplifting, theft, prostitution, DUI, and other criminal offenses. As a prosecutor, you will have the opportunity to gain immediate courtroom experience with bench and jury trials; empower victims through support and resources ; and engage with communities and neighborhoods.

This position offers work that fulfills a greater purpose and opportunities for growth and development. In addition, the City offers a comprehensive benefits package that includes a traditional pension, choice of medical plans, paid time off to include **paid parental leave** , and tuition reimbursement, among other benefits.

This dynamic position includes the following contributions:

* Negotiating plea bargains designed to improve the lives of the parties involved as well as our community.
* Participating in arraignments and pretrial-disposition conferences.
* Conducting bench and jury trials, hearings, presenting oral arguments, and covering daily court appearances.
* Discussing, researching, and presenting analysis of legal issues.
* Reviewing and/or initiating charges.

**IDEAL CANDIDATE**

* Displays sound judgment.
* Works well within a team atmosphere.
* Interacts professionally and effectively with victims, defendants, witnesses, office staff, co-workers, attorneys, judges, and court personnel.
* Clearly communicates orally and in writing.

**SALARY**

$86,674 - $107,910 annually.  Candidates may be hired up to $107,910 depending upon qualifications.

**BENEFITS**

A comprehensive benefits package is offered which includes traditional pension with employer and employee contributions; choice of medical HMO, PPO, or HSA/HDHP plan; wellness incentive of up to $720 annually; dental; vision; life insurance; long-term disability; 401(a) and 457 plans; medical enrollment includes a monthly $150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement program; paid time off includes 12.5 paid holidays, 12 vacation days, and 15 sick days and personal leave days. Additionally, effective 10/1/2022, Paid Parental Leave is now offered to eligible employees up to 480 hours (12 weeks) of paid leave for the birth, adoption or foster care placement of a child during a 12-month period.

For more details, visit: [Unit 007 Benefits](https://www.phoenix.gov/hrsite/Benefit%20Category/007.pdf)

[Pension Information](https://www.phoenix.gov/hrsite/Documents/Talent-Acquisition/Pension%20Information%203.15.2021.pdf)

**MINIMUM QUALIFICATIONS**

* One year of experience as a practicing attorney and graduation from an accredited school of law.
* Experience in legal research and the independent handling of trial work up to the jury trials, contested case or appeal level.
* Active member in good standing of the State Bar of Arizona. Please include your Arizona State Bar license number on resume or cover letter along with the date you received your Bar number.
* An equivalent combination of related experience and education may be considered, including, but not limited to, trial practice/clinical programs, moot court experience, law school prosecution internships, and clerkships.
* The City job description can be found [here](https://www.phoenix.gov/hrsite/JobDescriptions/10120.pdf).
* All finalists for positions are subject to a criminal background check applicable to the department or position.
* For information regarding pre-screening and driving positions, [click here](https://www.phoenix.gov/hrsite/Documents/Talent-Acquisition/Pre-Employment%20Information%203.15.2021.pdf).
* Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

**PREFERRED QUALIFICATIONS**

The minimum qualifications listed above, plus:

* Trial experience is not a prerequisite, but an aptitude for trial advocacy and familiarity with trial procedure is viewed favorably.
* Trial-practice classes, moot-court experience, and law-school prosecution-internship experience is viewed favorably.
* Prosecution experience is valued.

**RECRUITMENT DATES**

Recruitment closes March 20, 2023. All materials must be received by 11:59 p.m. on this date.

This recruitment and any interview process as a result of this recruitment may be used by multiple hiring managers and multiple departments throughout the City to fill any related current or future vacancies; other recruitments and appropriate eligible lists may also be considered.

**HOW TO APPLY**

Apply online at [<https://www.phoenix.gov/hr/current-jobs/>](https://www.phoenix.gov/hr/current-jobs/) by completing the required information and attaching,**as one document**, your cover letter and resume. Please include your experience as it relates to the qualifications stated above. Only the highest qualified may be posted to the eligible to hire list. The results of the resume screening process will be sent to your primary email address.

**WE ARE HERE TO HELP**

* Job interviews may be held by video or audio conference.
* If you are in need of computer resources, [click here](https://www.phoenix.gov/hrsite/Documents/Talent-Acquisition/Free%20Computer%20Access%20Resources.pdf) for free options.
* Arizona at Work has frequent classes to help with resume writing, interviewing skills, and general career guidance. Click [here](https://arizonaatwork.com/events) for more information.
* Explore other [Employment Opportunities](https://www.phoenix.gov/employment) with the City of Phoenix.
* Subscribe to receive [e-mail notifications](https://action.phoenix.gov/j1.pl?a06431395e1fce54d08f3ce16e85899d7b48a2baf2efe0aae72c6d761f480cb0) about new employment opportunities.
* If you need assistance applying for this job, please contact our HR Connection Center at [(602) 495-5700](tel://602-495-5700/).

**REFERENCE**

Asst City Atty II\*Pros: Job Code 10120/10121, ID # 48837

Building the Phoenix of tomorrow.

City of Phoenix is an equal opportunity employer. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.