

COURT OF APPEALS, DIVISION ONE
1501 West Washington, Phoenix, AZ 85007

Chief Staff Attorney

Title:	Chief Staff Attorney	Grade:	27
Reports To:	Judicial Officer	Department:	Staff Attorney's Office
FLSA Status:	Exempt	Status:	Full-Time
Schedule:	Monday-Friday 8 hours per day	Salary Range:	\$101,288 - \$146,365
Work Location:	Generally, work must be performed in the office with limited work-from-home options		

The Court of Appeals, Division One, is currently accepting applications for a Chief Staff Attorney. Applicants must be admitted to the State Bar of Arizona and be eligible to practice law before the State of Arizona's courts. Additional minimum qualifications are listed in the job description.

Applications must be received **by Friday, March 8, 2024**. Applicants must include the following.

- Cover Letter/Letter of Interest
- Resume
- Legal writing sample with limited or no editing by others

Please click here to apply: [Court of Appeals, Division One Job Postings](#)

This position is open for both internal and external recruitment. Only applicants whose background most closely meets the requirements of the position may be invited to interview. Requests for special accommodation to participate in the interview process should be made at the time you are contacted to schedule an interview. The selection process may include first and/or second round interview panels.

The court offers an excellent benefits package that includes a choice of plans for optional medical and dental insurance, deferred compensation, flexible spending accounts, life insurance, long and short-term disability, discounted bus fares and an employee assistance program. Participation in the Arizona State Retirement System (ASRS) is required. In addition, the court's leave policy includes ten paid holidays and annual accrual of vacation and sick leave, based on length of service. Please click here for more information: [COA Benefits Information](#)

Position Summary:

The Chief Staff Attorney for the Arizona Court of Appeals, Division One plays a key role in the administration of justice. The Chief Staff Attorney works closely with the Chief Judge and Vice Chief Judge about overall court administration and provides legal research, analysis, and recommendations to the Court on a wide variety of matters. The Chief Staff Attorney supervises 14 staff attorneys and two administrative professionals.

Job Description:

The Chief Staff Attorney must be very familiar with appellate jurisprudence, procedure, and jurisdiction. The Chief Staff Attorney must possess a high degree of verbal and written comprehension and be able to express thoughts clearly, both orally and in writing. The Chief Staff

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Attorney must possess strong interpersonal skills, be able to manage the Court's high-volume and varied workload, and have strong drafting and editing skills.

The Chief Staff Attorney acts as a judge pro tempore.

The Chief Staff Attorney is a court manager under the Code of Conduct for Judicial Employees. The position requires strict adherence to rules on confidentiality and public access and to the ethical standards established in the Code for court managers besides the provisions applicable to all judicial employees.

Essential Functions:

These are examples of the Chief Staff Attorney's major job duties:

- Supervising fourteen staff attorneys assigned across diverse subject matter areas and two administrative professionals who support the staff attorneys.
- Interviewing, hiring, training, and cross-training employees.
- Mentoring, coaching, conducting performance evaluations, and addressing situations affecting the staff attorney office environment and function.
- Assigning duties, including occasional special projects.
- Editing staff attorneys' work product.
- Monitoring staff attorney productivity, including quality and quantity, in accordance with established performance standards.
- Regularly meeting with the Chief Judge and other members of the Court's administrative team about overall court management.
- Developing and implementing new policies and procedures as needed.
- Reviewing draft opinions.
- Providing specialized legal research, written analysis, and advice to judges, law clerks, and staff attorneys on appeals, petitions, and motions before the Court, including questions about constitutional challenges, statutory interpretation, establishment of precedent, diverse complex cases, and procedural matters.
- Reviewing and screening filings, motions, petitions, and expedited matters.
- Identifying cases in which expedited decision is appropriate.
- Advising panels and law clerks about the potential effect of pending matters on their assigned cases.
- Serving as a Judge Pro Tempore to resolve specified motions.
- Overseeing administration of the Court's Settlement Conference Program and Pro Bono Program.
- Working with the Clerk of the Court to screen and schedule cases on the court's monthly calendar and to make other case assignments.
- Responding to inquiries from attorneys, self-represented litigants, and the Clerk of Court's office about court rules and procedures and appropriate handling of a wide variety of submissions to the Court.
- Analyzing court data and trends, preparing periodic data reports and presentations, and advising the Chief Judge on projected caseload management matters.

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- Tracking the Supreme Court’s Rules Committee and assisting the judges who serve on it, including preparing and filing rule petitions and providing detailed feedback about pending rule petitions and their potential effect on the Court and practitioners.
- Training incoming law clerks and other staff, including overseeing the drafting and distribution of training materials, making Committee on Judicial Education and Training presentations and continuing legal education presentations, and assisting judges and staff attorneys with such presentations.
- Maintaining expertise in appellate law and procedure.
- Serving as a legal resource in areas of expertise for law clerks, other staff attorneys, and judges. Preparing and maintaining substantive and procedural resource materials in areas of expertise for judges and court staff.
- Serving as a legal resource for the larger legal community through service in professional organizations, preparing and presenting education materials, or other appropriate activities.
- Providing project-ownership and subject-matter expertise for appellate software, including periodic testing and evaluation of software defects and potential enhancements.
- Attending Judicial Education and Training presentations and continuing legal education seminars or other training as required.
- Performing other duties as assigned.

Minimum Education and Experience Requirements:

- Law degree from an accredited law school.
- At least 10-years’ experience as a licensed attorney, 5 of which must involve experience working with appellate practice and procedure.
- Admission to the State Bar of Arizona and eligibility to practice law before the State of Arizona’s courts.

Preferred Education and Experience:

- Experience working with the Arizona appellate court.
- Experience working as a staff attorney.
- Experience serving as a judicial officer, including as a *pro tempore* judge.

Required Knowledge, Skills, and Abilities:

- Knowledge (thorough) of appellate practice and procedure including trial and appellate court rules.
- Knowledge of principles and procedures for personnel management, including interviewing, hiring, training, general compensation, and benefits, performance management, and employee relations.
- Knowledge of business and management principles in strategic planning, resource allocation, management, and leadership techniques.

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- Knowledge of laws, legal codes, court procedures, precedents, government regulations, administrative orders, and agency rules.
- Knowledge of electronic research tools and resources, including Westlaw and Lexis.
- Skilled in legal research, analysis, writing, and oral communication (applicants are required to submit a legal writing sample with their application materials).
- Skilled in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Skill in applying legal principles and logical thinking to individual cases and problems.
- Skilled in complex problem solving, judgment and decision making.
- Skilled with a high degree of verbal and written comprehension.
- Ability to identify the implications of new information for both current and future problem-solving and decision-making.
- Ability to objectively apply existing law to the facts of a particular case.
- Ability to monitor and assess the performance of self or other individuals to make improvements or take corrective action when needed.
- Ability to work effectively with judges, court staff, administrative staff, legal counsel for appellate litigants, pro se litigants, other stakeholders, and the public.
- Ability to express thoughts clearly, both orally and in writing
- Ability to work effectively with a high degree of accuracy.

Preferred Knowledge, Skills, and Abilities:

- Knowledge of Microsoft Office 365 programs and SharePoint.
- Knowledge of court technology systems and applications, including case management systems, shared drives, etc.

Physical Requirements and Equipment Operations:

- Often will experience interruptions, phone calls, and inquiries.
- Sometimes will need to complete time sensitive tasks.
- Sometimes will experience rapidly changing priorities.
- Often will perform tasks that require concentration and accuracy.

Supervisory Responsibility:

The Chief Staff Attorney participates in interviewing and hiring staff attorneys and the administrative professionals who support the staff attorneys. This position requires providing orientation and training to new employees, evaluating employee performance, and conducting performance evaluations yearly and as needed. The Chief Staff Attorney must attend to issues of morale, job satisfaction, personal situations, and any other matter that affects the office environment and function.

The above statements describe the general nature and level of work. They are not intended to be an exhaustive list of all required responsibilities, duties, and skills. Similar duties may be added, or the description amended, at any time.

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Typical Work Environment/Environmental Factors:

This is a relatively standard office position that is characterized as highly structured and organized in accordance with the Judicial Code of Conduct and well-defined court rules. A typical workday will include much of the time being spent in the office using a computer and/or other work device(s) and attending in-person or virtual meetings with court staff. Persons in this position will generally experience a quiet work environment, but may experience noise in conference, meetings, and other settings.

Selection Process:

Applicants must be currently authorized to work in the United States on a full-time basis. Only applicants whose backgrounds most closely meet the needs of the position may be invited to an interview. Requests for special accommodation(s) to participate in the interview process should be made when you are contacted to schedule an interview. The Selection Process may include one or two rounds of panel interviews. The position is a regular, full-time, exempt position.

ADA Accommodations:

The Court of Appeals, Division One is an Equal Employment Opportunity and Reasonable Accommodation Employer. Everyone is encouraged to apply and compete for jobs. If you require assistance at any stage of the application/exam process or during employment, because of an accessibility issue, please contact the Human Resources Department by phone at (602) 452-6708.