



**City of Phoenix**

*Employment Opportunity  
Assistant City Attorney III –  
Public Defender's Office*

**ABOUT THIS POSITION**

The City of Phoenix Public Defender's Office is currently seeking to fill multiple Assistant City Attorney III positions: one for their Veterans Court and at least one for the Behavioral Health Court (BHC) programs. The primary responsibility

of this position will be to provide legal assistance to clients in the Phoenix Municipal Court. A strong background in criminal law and procedure, including experience in the litigation of criminal cases in Phoenix Municipal Court, is a must for this classification. These positions will also be responsible for serving as a representative of the Public Defender's Office in meetings and interactions with judges, legal professionals, and court staff.

**Veterans Court**

- The goal of Veterans Court is to restore Veterans to being successful, contributing members of the community. The court focuses on ensuring that Veterans entering the criminal justice system get assigned specific programs to address the root causes of the behavior that resulted in the veteran becoming a defendant in the criminal justice system. The program has navigators and case workers to ensure the Veterans in our court get access to everything they might need; including housing, education, treatment, job assistance, and help signing up for VA benefits they may be eligible for.
- The person hired will work with Veterans in the City of Phoenix Veterans Court and with Veterans throughout the City of Phoenix criminal justice system. Some of the work may take place at legal services events, the assignments and work locations may vary based on the best interests of the City as determined by the Public Defender. The person hired may also be tasked to assist with other courts as needed.

**Behavioral Health Court**

- The goal of BHC is to restore participants to being successful, contributing members of the community and/or getting them in touch with treatment and counseling options that will enrich their health, safety, and lives. This court focuses on ensuring that people with behavioral health issues get assigned specific programs to address the root causes of the behavior that resulted in their arrest. The program has case workers and navigators to ensure that all BHC clients get access to everything they might need; including housing assistance, educational programming, treatment and/or medication, job assistance, and oversight to ensure they remain in compliance with their individualized program of treatment.
- The person hired will work with defendants in the City of Phoenix Behavioral Court and throughout the City of Phoenix criminal justice system. Staffing of cases will take place with case managers and our in-house social worker. Some of the work may take place at legal services events; the assignments and work locations may vary based on the best interests of the City as determined by the Public Defender. The person hired may also be tasked to assist with other courts as needed.

AA/EEO/D/V Employer – 251 West Washington, Phoenix, AZ 85003

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**IDEAL CANDIDATE**

- Knowledge and experience in drafting pleadings.
- Knowledge of criminal, immigration, and MVD law.

**SALARY**

Up to \$134,139.20 annually. Salary commensurate with experience and qualifications. The City contributes 9% of salary into 457/401(a) plans with no matching required. \$3,600/annual car allowance and \$1,440/annual cell phone allowance.

**BENEFITS**

A comprehensive Middle Manager benefits package is offered which includes:

Traditional pension with employer and employee contributions; choice of medical HMO, PPO, HSA/HDHP plan; wellness incentive of up to \$720 annually, dental; vision; life insurance; long-term disability; medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement; paid time off includes 12.5 paid holidays, 12 vacation days, 15 sick days. For more details, visit: [Middle Manager Benefits](#).

[Pension Information](#)

**MINIMUM QUALIFICATIONS**

- Three years of experience as a practicing attorney, including the review, negotiation, and drafting of contracts or participation in other transactional work; client contact; experience in litigation, pleading, and motion-practice; some experience with government law practice.
- Some knowledge of the legal subject matter involved with the department to which assignment will be made.
- Graduation from an accredited school of law.
- Other combinations of experience and education that meet the minimum requirements may be substituted.
- The City job description can be found [here](#).
- 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](#).

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- 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.

The City of Phoenix has paused plans to implement a federal mandate requiring all city employees be vaccinated against COVID-19. This decision comes after a series of legal challenges and a ruling from a federal judge which temporarily halts the COVID-19 vaccine mandate for federal contractors nationwide. If the requirement is reinstated, the City of Phoenix may require new hires to provide proof of full COVID-19 vaccination status as a condition of employment. After a conditional offer has been extended, candidates may request a reasonable accommodation based on a medical disability or for sincerely held religious beliefs.

**PREFERRED QUALIFICATIONS**

The minimum qualifications listed above, plus:

- Experience evaluating eligibility for VA and social services programs for Veterans.
- Experience working in a high-volume caseload environment.
- Knowledge and experience with MS Office and Adobe Acrobat.
- Fluency in Spanish is preferred but not required.
- Experience working in a paperless environment as we are transitioning to a paperless office.
- Criminal defense experience in municipal courts.

For the Veteran's Court position:

- A background in DUI and MVD Law is preferred.
- Experience evaluating military discharge classifications and VA benefits.
- Experience working with VA and community-based health care systems for Veterans.
- Experience counselling Veterans on medical and/or mental health treatment options/alternatives.
- Be a veteran or have some military background.

For Behavioral Health Court (BHC) positions:

- A background in mental health/behavioral health treatment is preferred.
- Experience working with community-based health care systems for mental/behavioral health needs.
- Experience counselling on medical and/or mental health treatment options/alternatives.



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**RECRUITMENT DATES**

Recruitment closes October 12, 2022. All materials must be received by 11:59 p.m. on this date.

This is a position-based recruitment **and generates a one time use only list**. Once interviews are conducted and candidates are selected, this job posting will be considered closed and candidates will no longer be in consideration for the position applied for. This posting will not result in any ongoing eligibility list.

**HOW TO APPLY**

Apply online at <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**

- During the current health crisis, job interviews may be held by video or audio conference.
- Please be aware that you may be required to wear a face covering or use other personal protective equipment (PPE) related to the COVID-19 pandemic.
- If you are in need of computer resources, [click here](#) for free options.
- Arizona at Work has frequent classes to help with resume writing, interviewing skills, and general career guidance. Click [here](#) for more information.
- Explore other [Employment Opportunities](#) with the City of Phoenix.
- Subscribe to receive [e-mail notifications](#) about new employment opportunities.
- If you need assistance applying for this job, please contact our HR Connection Center at [\(602\) 495-5700](#).

**REFERENCE**

Asst City Atty III (NC): Job Code 10130, ID # 46864

City of Phoenix employees commit to Work Smart, Spend Wisely, Be Kind.

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.

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