Office of the Arizona Attorney General

Under the leadership of the Attorney General, the Office of the Attorney General (AGO) represents the public interest of Arizona and its citizens. Employees in the Office enjoy a challenging, diverse and professional work environment among some of Arizona's most experienced and respected law enforcement/legal professionals who are committed to serving the people of Arizona.

The Child and Family Protection Division

The Child and Family Protection Division (CFPD) provides the Department of Economic Security (DES) and the Department of Child Safety (DCS) with high-quality legal representation that promotes the safety, well-being, and highest degree of self-sufficiency of children, vulnerable adults, and families. CFPD provides complex, time-sensitive legal advice regarding state and federal law governing agency programs as well as in matters pertaining to agency business operations, including contracts and procurement, employment law, public records law, agency policies, proposed rule changes, and proposed legislation. CFPD also prosecutes public benefits fraud.

CFPD is comprised of more than 300 employees across four sections: Protective Services Section (PSS), Civil and Criminal Litigation and Advice Section (CLA), Child Support Services Section (CSS), and Appeals Section (APL). The Appeals Section represents DES and DCS in the Arizona Court of Appeals, the Arizona Supreme Court, and the Federal Courts. PSS and CSS have practices statewide, with offices in Kingman, Prescott, Flagstaff, Mesa, the greater Phoenix area, Tucson, and Sierra Vista. CLA attorneys are located in Phoenix. After a probationary period and with supervisor approval, hybrid telework options may be available.

Attorneys throughout CFPD are engaging in meaningful work, utilizing their legal skills and training to benefit the public interest while working in a collaborative setting that provides opportunity for professional development, increased responsibility, and learning new practice areas. CFPD welcomes applications from third year-law students to be considered for our conditional offer program. Law school graduates can be hired to work as law clerks pending licensure with the Arizona State Bar and upon licensure move into an Assistant Attorney General Position.

Assistant Attorney General

Salary Range: $80,000 – $120,000

Selective Preferences: Excellent writing and communication skills are required. Knowledge of the various DES/DCS programs is a plus, but candidates with a keen intellect can learn the unique substantive areas that this position involves. Applicants must also have the ability to work collaboratively with others.

Paralegal III (Senior Paralegal)

Salary Range: $41,800-$51,000

Selective Preferences: The ideal candidate will have a paralegal certification through an institutionally accredited program, and a minimum of one year of full-time employment as a paralegal or, alternatively, two years full-time employment as a paralegal.

Legal Secretary 2

Salary Range: $37,400-$43,300

Selective Preferences: The ideal candidate will have at least two years of experience as a Legal Secretary or Legal Assistant. Completion of a post-high school legal secretary or paralegal training program may substitute for one year of legal experience.

Section Descriptions

Protective Services: The Protective Services Section (PSS) represents the Department of Child Safety in dependency and termination of parental rights cases in the juvenile division of the superior court. Dependency cases arise when the Department becomes involved with families due to child neglect and/or abuse in the home and sometimes result in litigation to terminate parental rights. PSS litigation attorneys appear in juvenile court alongside DCS case managers to initiate dependency cases, update the court on the families' progress towards reunification, and litigate contested evidentiary hearings and bench trials. We believe in a strong team-based approach to our practice, and provide ongoing training, mentorship and support to all of our attorneys and staff. We welcome applications from law school graduates, newly licensed attorneys and experienced attorneys seeking an active litigation practice that achieves our client's vision of protecting children, reunifying families, ensuring safe living environments and preventing unnecessary trauma. Positions are available statewide. After a probationary period and with supervisor approval, a hybrid telework work environment may be available.

Civil and Criminal Litigation and Advice: This section provides representation to DES and DCS in civil, administrative, and criminal proceedings. Attorneys appear in court on civil matters and maintain a busy administrative hearing schedule appearing before the DES Office of Appeals, the Office of Administrative Hearings, and the State Personnel Board. CLA also prosecutes individuals who defraud the State through DES public benefits programs.

Attorneys advise DES and DCS on substantive legal issues arising from the social services programs administered by the agencies and on legal matters involving personnel issues, business operations, contracts, departmental policies, proposed legislation, and public records issues. CLA positions involve the following:

- Analyzing complex and diverse legal issues, conducting associated research, and providing written and oral advice to DES and DCS on a wide variety of subjects.
- Analyzing, applying, and advising the client with regard to various federal regulations and state/federal statutes.
- Drafting pleadings, motions, memoranda, forms, and other legal documents.

For newer attorneys, CLA offers the opportunity to learn from more experienced attorneys in a collaborative setting while gaining experience representing clients in administrative hearings and other judicial and quasi-judicial proceedings. For more experienced attorneys, CLA offers the opportunity to broaden their knowledge of diverse and challenging areas of law. For all attorneys, the position offers the opportunity for professional development and growth in an environment that is fast-paced, professional, and collegial.

CLA is currently seeking attorneys with experience in civil litigation, employment law, or criminal prosecution. Third year law students and recent graduates are also encouraged to apply.

Child Support Services Section: In CSS, you will work in a regional unit with the benefit of a statewide team, as you assist the Department of Economic Security ("DES") to secure financial support for children. DES's Division of Child Support Services functions both to reimburse public funds and to help increase parental involvement with their children, by way of financial support. In CSS each Assistant Attorney General, Paralegal, and Legal Secretary are assigned to work together on a litigation team. CSS cases include: paternity establishment, child support order establishment, child support modification, child support enforcement, or other appropriate litigation. CSS is well-suited for new and veteran legal professionals. After sufficient training and supervisor approval, a hybrid telework environment may be available.

As an Assistant Attorney General, you will be responsible for a caseload, and you will be provided initial and periodic training to ensure you are practicing at your highest level. Among other responsibilities, CSS AAGs provide DES with legal advice, monitor family court litigation relating to child support, and analyze child support cases to determine the appropriate legal action. CSS cases include: paternity establishment, child support order establishment, child support modification, child support enforcement, or other appropriate litigation.

With at least two full days of evidentiary hearings each week, you will gain courtroom experience, and you will learn to negotiate child support agreements with represented and unrepresented parents. This position is well-suited for new and veteran attorneys. Third year law students, recent graduates, and licensed attorneys awaiting Arizona Bar admission are also encouraged to apply. After sufficient training and supervisor approval, a hybrid telework environment may be available.

Appellate Section: The CFPD Appeals Section provides appellate representation and legal advice to the Arizona Department of Child Safety (DCS) and the Arizona Department of Economic Security (ADES). Providing this representation requires legal research on a variety of complex issues, including those arising from the social services programs administered by DES (such as unemployment insurance, child support services, and others), as well as those involving DCS' work in child welfare (including dependency, termination of parental rights, permanent guardianships, and adoptions.

Attorneys in this section perform all phases of appellate litigation, preparing briefs and making oral arguments in the Arizona Court of Appeals and the Arizona Supreme Court. Our team works closely with the Division's litigation attorneys on select matters and helps provide training and other support to our litigation attorneys. We believe in a team-based approach to case management, have a robust editing and review process for all briefs, and engage in moot courts before appearing for oral arguments.

Positions are available in Tucson and Phoenix (in limited circumstances, location elsewhere in the state may be negotiable). After a probationary period and with supervisor approval, a hybrid telework work environment may be available.