



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 State Government Division consists of nine sections: Agency Counsel; Education, Health & Tax; Employment Law; Environmental Enforcement; Liability Management; Licensing and Enforcement; Natural Resources; Public Law; and Transportation. The Division handles a wide variety of legal matters and provides client advice, legal representation and litigation in administrative, civil and appellate proceedings.

Assistant Attorney General

Salary Range: \$71,500 – \$130,000

Selective Preferences: Extensive civil litigation experience, including pretrial and trial practice involving complex cases.

Senior Paralegal

Salary Range: \$51,000 – \$58,000

Selective Preferences: Paralegal Certificate. Experience in civil litigation. Experience assisting attorney at trial.

Legal Secretary 2

Salary Range: \$42,000 – \$53,000

Selective Preferences: Experienced Legal Secretary in civil litigation with trial experience.

Section Descriptions

Agency Counsel (State Agency Statutory and Constitutional Advice and related litigation): This section represents numerous state agencies in several areas, including public monies, procurement, contracting and financial issues, probation, retirement benefits, court administration and inmate clemency, to name a few. Examples of legal work include negotiating multi-million-dollar contracts, assisting in state bonding issues, providing procurement advice,

assisting agencies with licensing and certification issues, gaming matters, retirement eligibility issues, and advice concerning public records requests and open meetings. Other tasks include prosecuting enforcement actions and defending claims or actions against the agencies, along with any related litigation.

Education, Health & Tax: This section provides legal advice and litigation services for state education, health and tax related clients.

Education clients include the Superintendent of Public Instruction, Arizona Department of Education, Arizona State Board of Education, Arizona School Facilities Oversight Board, State Board for Charter Schools, and the Arizona Schools for the Deaf and the Blind. The education unit does not represent any colleges, universities, or school districts. Typical education litigation cases involve public education and charter school funding, teacher certification, and empowerment scholarship accounts.

Health clients include the Arizona Department of Health Services, and the Arizona Commission for the Deaf and Hard of Hearing. The health unit does not represent the Arizona Health Care Cost Containment System (AHCCCS). Typical health litigation cases involve health care institution and abortion clinic licensing, State Hospital mental health commitments, ambulance and EMT licensure, public health matters, midwives and child care licensure, and vital records including birth and death certificates.

The primary Tax client is the Arizona Department of Revenue. This unit advises the Department on matters relating to, among others, income taxes, property valuation and taxation, and transaction privilege (sales) taxes. In addition to its advisory role, this unit represents the Department in administrative claims before the Arizona Board of Tax Appeals and the State Board of Equalization, and before all Arizona courts. We also advise and represent the Arizona Department of Transportation on fuel tax and aircraft licensing issues.

Employment Law: The Employment Law Section (ELS) provides advice and counsel to more than one hundred state agencies, boards, commissions, and courts on a wide variety of employment issues, at every stage of the employment relationship. ELS also provides proactive training for supervisors across state government in order to promote sound management practices, and compliance with state and federal law. ELS also provides counsel to client agencies regarding claims of sexual and other forms of harassment, disability, gender, age, race, national origin and religious discrimination, wrongful discharge and various employment-related torts. ELS attorneys regularly represent state agencies in state and federal courts and before administrative agencies such as the U.S. Equal Employment Opportunity Commission (EEOC), the State Personnel Board, and the Law Enforcement Merit System Council. ELS also represents the State in workers compensation matters involving State employees.

Environmental Enforcement: This section represents the state in civil enforcement actions against violators of Arizona's environmental laws. The section also represents, advises, and defends the Arizona Department of Environmental Quality in its administration of the state environmental laws and delegated federal environmental programs, including the Clean Air Act, Clean Water Act, Safe Drinking Water Act, Resource Conservation and Recovery Act, Solid Waste Management Program, Underground Storage Tanks Program, Aquifer Protection Permitting Program, Water Quality Assurance Revolving Fund, and Comprehensive Environmental Response, Compensation, and Liability Act (Superfund).

Liability Management (Tort and Civil Liability Litigation): LMS represents State agencies against claims covered by the State's self-insurance program, along with employees who are sued for actions in the course and scope of their work for those agencies. LMS attorneys appear in state and federal court to defend against a wide variety of claims. These include federal claims for alleged violations of civil rights involving the First Amendment (freedom of speech, freedom of association, religious freedom), the Fourth Amendment (probable cause, search and seizure, excessive force), the Fourteenth Amendment (procedural and substantive due process), and the Eighth Amendment (prison confinement issues). They also include state-law claims for personal injury and property damage arising from auto accidents, roadway design, and premises liability, along with other torts. LMS attorneys assist the ADOA's Risk Management Division with the investigation of claims, and handle lawsuits from the inception through trial and appeals. LMS attorneys meet with clients and witnesses, take and defend depositions, conduct discovery, work with experts, and draft dispositive motions. They participate in focus groups, mediations, settlement conferences, and jury trials, and they handle appeals, including briefing and oral argument. They are responsible for developing the overall strategy and tactics employed in the State's defense.

Licensing & Enforcement: This section currently represents 30 state professional licensing and regulatory boards and agencies. LES's clients include the Arizona Medical Board, the Registrar of Contractors, the Board of Pharmacy, the Board of Accountancy, the Board of Nursing, and the Peace Officer Standards and Training Board. LES attorneys serve as general counsel for these agencies and ensure its clients' compliance with open meeting and public records laws and their respective governing statutes. The attorneys provide representation in administrative disciplinary and license denial hearings before the agencies and the Office of Administrative Hearings. They also represent the agencies in the Superior Court in judicial review actions, special actions, and injunctive proceedings, as well as in the Court of Appeals. LES attorneys also provide independent legal advice when required, most often when state agencies conduct a formal hearing or consider a recommended decision in a case and assist clients with the review of proposed administrative rules.

Natural Resources: Provides advice to state land management agencies regarding agency authority, compliance with state and federal law, property and water rights, contractual issues, and open meeting law, as well as representing the agencies in related litigation. Represents the Arizona State Land Department regarding the sale, leasing, and management of land for commercial, residential, mining, grazing, agricultural, utility, and transportation uses. Assists in securing water resources and other infrastructure for the development of state trust land. Represents the State when its agencies claim water rights in the state water rights adjudications. Provides legal advice and representation on various agency operations for the State Parks Board, State Mine Inspector, Department of Forestry and Fire Management, and State Board on Geographic and Historic Names.

**Extensive civil litigation experience is not required for all Natural Resources Unit AAGs. Legal Secretaries do not require trial experience.*

Public Law: The Public Law Section provides legal advice and representation to a wide variety of state agencies, commissions, and boards before administrative tribunals and in state court. The Public Law Section's diverse set of clients includes the Department of Insurance and Financial Institutions, the Department of Veterans' Services, the Department of Agriculture, the Department of Liquor, Licenses and Control, and the Office of Tourism, among many others. PLS frequently handles licensing and disciplinary hearings as well as the associated appeals. PLS attorneys advise on a variety of matters, including contracts, statutory authority questions, open meetings law, and public records. PLS also offers training to client agencies. PLS attorneys and support staff will have the opportunity to work on litigation matters and advice issues that impact a broad range of state interests.

Transportation (Public Safety and Transportation Advice): This section provides a wide variety of legal services to the Arizona Department of Transportation (ADOT), including construction contracts and acquisition of real property needed for highway construction projects, such as the \$2 billion Loop 202 South Mountain Freeway. The attorneys also provide advice related to motor vehicle titles, registration, the Aeronautics Division of ADOT (which oversees the Grand Canyon Airport), procurement, intergovernmental agreements, grant agreements, and property management. The section also represents the Arizona Department of Public Safety with respect to a wide variety of issues including criminal history record information, statewide sex offender registration, fingerprint clearance, and licensing and certification issues such as concealed weapon permits, private investigators, and security guards.