



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 ten sections: Agency Counsel; Environmental Enforcement; Education and Health; Employment Law; Liability Management; Licensing and Enforcement; Natural Resources; Public Law; Tax; and Transportation. The Division’s sections handle a wide variety of legal matters and provide client advice, legal representation and litigate 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.

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 counsels 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).

Education and Health: This section provides legal advice and litigation services for state education and health 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.

Liability Management (Tort and Civil Liability Litigation): This section is an excellent place to gain an understanding of what it means to be a civil litigator. LMS attorneys try civil cases to juries each year in state and federal court, defending the State and its employees against claims that they have committed civil torts or constitutional violations under 42 U.S.C. § 1983. The legal issues in federal court involve such constitutional rights as freedom of speech, due process, the establishment clause (religious freedom), and the cruel and unusual punishment clause of the Eighth Amendment. State court cases range from auto accident property damage and personal injury claims to wrongful death actions involving law enforcement or prison staff. Typical work includes investigating claims and meeting with clients and witnesses; taking and defending depositions; researching, writing, and arguing motions to dismiss and for summary judgment; working with expert witnesses in a wide variety of areas; performing pretrial research through use of focus groups and mock juries; conducting mediations, settlement conferences, and jury trials; and handling appeals in state and federal appellate courts.

Natural Resources: Primarily represents the Arizona State Land Department (ASLD), the State Parks Board, and the Department of Forestry and Fire Management. Representation generally involves litigation and advice relating to agency authority, compliance with state and federal law, property rights, land use, and contractual issues. Representation of ASLD addresses the disposition and management of state trust land for commercial, residential, mining, grazing, agricultural, utility, and transportation purposes. Further, NRS represents the State when its agencies claim water rights in the state water rights adjudications. NRS also provides advice and representation to the Arizona State Land Commissioner in her role as public trust advocate relating to sovereign lands and in proceedings before the Arizona Navigable Stream Adjudication Commission.

Public Law: 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 clients include 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 Arizona State Fair), among many others. An intern will have the opportunity to work on research projects with several attorneys in the Section and attend administrative hearings in order to provide maximum exposure to both litigation and advice issues that impact a broad range of state interests.

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 also assists state agencies with the review of proposed administrative rules.

Tax: The primary client is the Arizona Department of Revenue. This section 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 Section 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.

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.