

**JOB DESCRIPTION**

<b>TITLE</b>	<b>Managing Attorney</b>
GRANT	TBD
GRANT PERIOD	TBD
FLSA	Exempt-Professional
REPORTS TO	Senior Arizona Attorney

**BROAD PURPOSE**

The Managing Attorney is responsible for the management and oversight of the office to which they are assigned, including ensuring that the office meets or exceeds operational goals and objectives, providing necessary legal services for assigned cases and liaising with the office staff to ensure effective client service business operations. To provide supervision and case management assistance to other case handlers within the office to ensure the office is providing uniform, high quality advocacy for low-income clients in all forums, including the courts, administrative agencies, and community outreach initiatives.

**PRIMARY OBJECTIVES**

- Serves as litigator of persons assigned in State/Federal Court;
- Trial Preparation, Litigation Support;
- Interviews clients and witnesses;
- Civil law court experience;
- Prepares or oversees the drafting of briefs, memoranda, pleadings or other legal papers;
- Conducts or directs legal research, writing, and investigation;
- Maintain a case management system, record case notes for each client, communicate with staff, record outcomes and complete proper case documentation.

Supervision duties:

- Assists in the supervision and administration of employees and offices;
- Participates in decisions regarding the hiring, disciplining or the termination of employees under her / his supervision;
- Supervises and evaluates the work of attorneys and support personnel;
- Assists in developing, revising and implementing local procedures for the respective legal office;
- Receives and responds to inquiries from the public concerning the activities of the respective legal office and its employees;
- Receives and responds to complaints from clients and makes decisions on resolution of complaints in consultation with the DNA Executive Director and Senior Managing Attorney;
- Assigns cases to insure an even distribution of the workload;
- Works to resolve court scheduling issues and conflict assignments;
- Recommends appeals of court rulings;
- Interviews, trains, mentors and evaluates assigned employees;
- Maintains liaison with court administration, judges and other managing attorneys;
- Undertakes related additional duties and assignments as required by the State Courts;
- Attend staff meetings, legal team meetings, and other program meetings as assigned;
- Keep abreast of changes in the law and participate in identified trainings to further legal knowledge and skills;
- Experience with use of Westlaw;
- Perform other duties as the position requires or as assigned by the Executive Director or the Supervising Attorney.

**QUALIFICATION**

- JD degree from an accredited law school or Tribal Advocate admitted into NN Bar.
- Active State license and in good standing.
- Five years' experience as a practicing attorney in the area of civil law.
- Prior administrative experience.

\_\_\_\_\_

*I have received this job description and have determined that it accurately reflects the position and I can perform these duties.*

\_\_\_\_\_  
 Print Name Signature Date