



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Award Type:	Agenda Item
BOSAIR Activity:	Board Meeting Request
Requested Board Meeting Date:	08/11/2026
Project Title / Description:	Classification and Compensation Matters - New Job Classification

Agenda Item Report

Introduction / Background:	The Human Resources Department has created a new job classification to be added to our Classification System.
Discussion:	The proposed Certified Limited Practice Law Graduate – County Attorney classification establishes a role for recent law school graduates certified under Arizona Supreme Court Rule 39(c) to perform limited legal practice under supervision. Incumbents work under the supervision of an assigned attorney to perform the duties authorized by Rule 39(c) in the prosecution of criminal matters while performing the following duties: conducting legal research, preparing legal documents, appearing in court for hearings and trials, interviewing witnesses, negotiating case resolutions, and performing related legal duties. This classification provides a structured pathway for certified graduates pending admission to the State Bar of Arizona, who may later be eligible to compete for Attorney I positions based on departmental needs and County hiring procedures.
Conclusion:	The proposed new job classification will provide an accurate description of the work assigned to the position within the department. Furthermore, the proposed new job classification has been assigned a salary grade appropriate to the body of work inherent to the position and the qualifications required to perform it.
Recommendation:	It is recommended the following job classification be approved for use within the County’s classification system: Class Code: 2132, Class Title: Certified Limited Practice Law Graduate – County Attorney, Pay Grade: 14, Salary Range: \$65,457.60 - \$91,644.80, EEO Code: 2 (Professionals), FLSA Code: Exempt (not paid overtime).
Fiscal Impact:	The creation of this new classification has no immediate cost impact to the County as any additional costs incurred in hiring a position allocated to the classification will be borne by the user department from within their current budget. Cost impact in future budget years will be planned for by the user department through the County's normal budget process.

Support of Prosperity Initiative: C-S-3. Prevent and Reduce Crime

Provide information that explains how this activity supports the selected Prosperity Initiative

The proposed Certified Limited Practice Law Graduate – County Attorney classification supports Pima County's efforts to prevent and reduce crime by strengthening the County Attorney's Office's capacity to prosecute criminal cases. By allowing certified law graduates to perform authorized legal duties under attorney supervision, the classification enhances the timely and effective administration of justice while developing a pipeline of future prosecutors to support the County's long-term public safety mission.

Board of Supervisor District:

- 1
- 2
- 3
- 4
- 5

Department: Human Resources

Name: Autumn O'Connor

Telephone: 520-724-8672

Department Director Signature: Cathy Bolland Date: 7/23/2026 | 5:10 PM MST

Deputy County Administrator Signature: S Holmes Date: 7/24/2026 | 8:24 AM MST

County Administrator Signature: Gar Date: 7/24/2026 | 8:51 AM MST



2132 – Certified Limited Practice Law Graduate – County Attorney

IDENTIFICATION

CLASSIFICATION CODE

2132

TITLE

Certified Limited Practice Law Graduate –
County Attorney

STRUCTURE AND GRADE

14

FLSA STATUS

Non Exempt

JOB SUMMARY

Under supervision, the Certified Limited Practice Law Graduate (Rule 39(c)) – County Attorney performs professional legal work pursuant to Arizona Supreme Court Rule 39(c) as a Certified Limited Practice Law Graduate. Incumbents work under the supervision of an assigned attorney to perform the duties authorized by Rule 39(c) in the prosecution of criminal matters while performing the following duties: conducting legal research, preparing legal documents, appearing in court for hearings and trials, interviewing witnesses, negotiating case resolutions, and performing related legal duties. This classification is intended for recent law school graduates pending admission to the State Bar of Arizona, and who receive certification under Arizona Supreme Court Rule 39(c) and are authorized to engage in limited practice of law under the supervision of an approved supervising attorney. Employees who obtain admission to the Arizona State Bar may be eligible to compete for appointment to Attorney I positions, subject to departmental needs and County hiring procedures. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

ESSENTIAL FUNCTIONS

As defined under the Americans with Disabilities Act, this classification may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class. Work assignments may vary depending on the department's need and will be communicated to the applicant or incumbent by the supervisor.

Under the direct supervision of an assigned attorney, as required by Arizona Supreme Court Rule 39(c), performs the following tasks in the prosecution of criminal cases for the Pima County Attorney's Office:

- Reviews police reports, investigative materials, criminal histories, and related case documentation;
- Conducts legal research and prepares memoranda, motions, pleadings, disclosure documents, and other legal filings;
- Performs case preparation and witness preparation;
- Interviews victims, witnesses, law enforcement personnel, and other involved parties;
- Appears in court proceedings, hearings, and trials;
- Participates in plea negotiations and case resolution discussions;
- Maintains case records and legal files;
- Communicates with law enforcement agencies, court personnel, victims, witnesses, defense counsel, and members of the public.



2132 – Certified Limited Practice Law Graduate – County Attorney

MINIMUM QUALIFICATIONS

- 1) A Juris Doctor degree from an ABA-accredited law school **AND** certification as a Certified Limited Practice Graduate pursuant to Arizona Supreme Court Rule 39(c), after application by the Pima County Attorney's Office with the graduate. If the graduate is determined to be ineligible for certification after application, the applicant will be ineligible for the position. (Proof of certification will be required.)

OR:

- 2) Any equivalent combination of education, training, and experience determined to be acceptable by Pima County and consistent with Rule 39(c) requirement. (Relevant experience and/or education from an accredited college or university may be substituted.)

LICENSES AND CERTIFICATES

Continued employment is contingent upon obtaining and maintaining Rule 39(c) certification and compliance with all applicable Arizona Supreme Court requirements. Some positions require a valid Arizona Class D driver license at the time of application or appointment. Failure to obtain / maintain the required certification/ licensure shall be grounds for termination.

Loss of certification as a Certified Limited Practice Graduate pursuant to Arizona Supreme Court Rule 39(c) shall be grounds for termination from this classification.

SPECIAL NOTICE ITEMS

This is a temporary, professional legal classification within the Pima County Attorney's Office. Incumbents perform legal work requiring knowledge of criminal law, legal research, legal writing, and courtroom procedures. Employees in this classification are not licensed attorneys and may only engage in activities authorized by Arizona Supreme Court Rule 39(c). All positions require satisfactory completion of a personal background investigation by the court or law enforcement agencies, due to the need for access to County Attorney and Court facilities, records, and communication systems.

SELECTION PROCEDURE

Pima County Human Resources Department reserves the right to admit to the selection process only those candidates that meet the minimum qualifications. All applications will be assessed based on an evaluation of the listed education and experience. The hiring authority will interview and select the successful candidate from a referral list provided by Human Resources. Additional assessments/testing may be required as part of the selection process.

EEO INFORMATION

Pima County Government is an Equal Employment Opportunity employer. We are committed to an inclusive and diverse workforce and will not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, age, disability, gender, sexual orientation, kinship, political interest, or any other characteristic protected by law.

PHYSICAL / SENSORY WORK REQUIREMENTS

Physical and sensory work requirements will be determined by position.

WORKING CONDITIONS

Working conditions will be determined by position.