



Arizona Court of Appeals, Division One

Position: Criminal Staff Attorney

Salary: \$90,000

First Review Date: Friday, October 10, 2025. Position open until filled.

JOB POSTING SUMMARY

The Arizona Court of Appeals, Division One is accepting applications for a position on its central legal staff. Primary duties will be researching and writing legal memoranda and draft decisions in connection with *Anders* appeals and petitions for post-conviction relief.

This is a full-time, exempt level position.

MINIMUM REQUIREMENTS

A qualified candidate must be a graduate from an ABA accredited law school and a member in good standing of the State Bar of Arizona. The candidate must have a minimum of two years' post-bar experience in public or private practice, an appellate court, or judicially related system, or equivalent experience. Work experience as a law clerk with an Arizona appellate court judge may substitute for experience on a year-for-year basis.

The qualified candidate also should have well-developed skills in the use of technology and automated systems, including the use of electronic documents and proficiency with Microsoft Office Suite products.

A working knowledge of criminal matters, appeals, trials or post-conviction relief and a familiarity with case management and document management systems is preferred.

SELECTION PROCESS

This position is open for both internal and external recruitment. Only applicants whose background most closely meets the position's requirements may be invited to interview. The selection process may include first and second round interview panels.

Applicants must be currently authorized to work in the United States on a full-time basis.

Requests for special accommodation to participate in the interview process should be made at the time you are contacted to schedule an interview.

BENEFITS

The court offers an excellent benefits package, including a choice of plans for optional medical and dental insurance, deferred compensation, flexible spending accounts, life insurance, long and short-term disability, discounted bus fares, and an employee assistance program. Participation in the Arizona State Retirement System (ASRS) is required. In addition, the court's leave policy includes ten paid holidays and annual accrual of vacation and sick leave, based on length of service. [Court of Appeals, Division One Benefits](#)

APPLY

Applications should include the following. Applications that do not include the items below will be marked as incomplete, which will delay review.

- Required: Cover Letter/Letter of Interest
- Required: Resume (Please list all current state bar admission with license numbers)
- Required: Writing Sample
- Optional, but preferred: Letters of Recommendation

Review full job posting and apply here:

<https://www.azcourts.gov/coa1/CareerVolunteer/jobs.aspx>

Essential Functions:

- Analyze the record and legal issues and undertake legal research in selected appellate matters.
- Draft proposed written decisions for the court and submit to the judges for consideration.
- Participate in conference, answer judges' questions, and attend oral argument, if necessary.
- Draft memoranda and prepare proposed orders to dispose of motions.
- Assist the Clerk of Court and the Chief Judge upon request.

To perform this job successfully, the staff attorney must satisfactorily perform each essential duty. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience Requirements:

- Bachelor's (B.S./B.A.) Degree
- Law Degree from an ABA accredited law school
- Member in good standing with the State Bar of Arizona
- Two years' post-bar experience in public or private practice, an appellate court, or judicially related system, or equivalent experience
- Work experience as a law clerk with an Arizona appellate court judge may substitute for experience on a year-for-year basis
- A strong academic background, and superior legal writing and research skills

Required Knowledge, Skills, and Abilities:

- High degree of verbal and written comprehension
- Ability to express thoughts clearly, both orally and in writing
- Ability to thoroughly research complex legal issues
- Ability to be self-motivated
- Skilled in efficient time management
- Ability to work well with others and under pressure



Arizona Court of Appeals, Division One

- Ability to grasp concepts quickly and react to rapid changes
- Effective communication skills
- Knowledge of automated word processing
- Skilled in online legal research
- Skilled in citation formatting.
- Familiarity with court rules and policies
- Skilled in the preparation of legal documents

Preferred Knowledge, Skills, and Abilities:

A working knowledge of criminal matters, appeals, trials or post-conviction relief and a familiarity with case management and document management systems is preferred.

Physical Requirements, Reasoning Ability, and Equipment Operations*:

- Ability to apply common sense understanding to carry out oral or written instructions
- Ability to deal with problems involving several variables in standardized situations
- Extended use of a computer is required
- Ability to read, scan, complete, and analyze a variety of forms on a regular basis

WORK ENVIRONMENT: While performing the essential functions of this job, the employee will encounter a typical office setting with frequent contact with other staff attorneys, administrative staff, judges, and judicial staff. The noise level in the work environment is usually quiet to moderate.

Supervisory Responsibility

- This position has no direct supervisory responsibility.

The above statements are intended to describe the general nature and level of work only. They are not intended to be an exhaustive list of all required responsibilities, duties, and skills. Other similar duties may be added or the description amended at any time.

The Court of Appeals, Division One is an Equal Employment Opportunity/Reasonable Accommodation Employer. Everyone is encouraged to apply and compete for jobs. If you require assistance at any stage of the application/exam process due to an accessibility issue, please contact the Human Resources Department by phone at (602) 452-6708.