

# ARIZONA PROSECUTING ATTORNEYS' ADVISORY COUNCIL EXECUTIVE DIRECTOR

The **Arizona Prosecuting Attorneys' Advisory Council** (APAAC) is searching for an Executive Director for its twenty-two member statewide organization. APAAC consists of the attorney general, the fifteen elected county attorneys, four municipal prosecutors, a representative of the supreme court, and the dean of one of the state's two law colleges. APAAC assists in coordinating the duties of prosecuting attorneys in Arizona and their staffs, and provides technical, administrative and legal support to Arizona's prosecutors. APAAC currently serves over 819 full-time state, county and municipal prosecutors. APAAC staff consists of a Staff Attorney, Executive Assistant and Secretary.

## **Responsibilities:**

The Executive Director is responsible for all facets of APAAC's operation including information systems, training, publications and legal assistance. The position directs lobbying efforts and represents Arizona's prosecutors before the Arizona State Legislature. This entails almost daily involvement with members of the legislature, and regularly testifying before House and Senate committees. The Executive Director works directly with APAAC Council members and numerous other elected officials, government representatives, the media, and members of the public. The Executive Director also acts as a liaison to the Governor's Office, law enforcement agencies, victims' groups and various boards and organizations.

## **Preferred Qualifications of Applicants:**

Law degree; prosecution experience; administrative and supervisory experience; broad knowledge of the criminal justice system, including criminal law and procedure; familiarity with legislative drafting and the legislative process. Strong interpersonal skills and the ability to work cooperatively on a bipartisan basis with diverse interests are imperative. The ideal candidate would also have experience in working with and understanding prosecutorial computer programs such as case-tracking and case-management programs.

## **Salary:**

Salary up to \$140,000 + depending on experience; full benefits, including health and dental insurance and ASRS retirement. Interested applicants must submit a resume with cover letter and references no later than July 30, 2008 to Denise Helm, Executive Assistant, Arizona Prosecuting Attorneys' Advisory Council, 3001 W. Indian School Road, Suite 307, Phoenix, AZ 85017, (602) 265-4779, e-mail: helm\_denise@pop.state.az.us.

**Interviews of qualified applicants will be held in Phoenix during the week of September 8-11, 2008.**



**Further information regarding APAAC is available at**  
**[www.apaac.state.az.us](http://www.apaac.state.az.us)**