



## American Civil Liberties Union Foundation of Arizona Position Description: Senior Staff Attorney

### **POSITION OVERVIEW:**

Under the direction of the Legal Director, the Staff Attorney will litigate cases and participate in non-litigation advocacy to advance civil liberties in Arizona. The Staff Attorney's responsibilities include serving as lead and co-counsel on a variety of civil liberties cases; working in conjunction with National ACLU lawyers; investigating, developing and litigating cases at the trial and appellate level in federal and state courts. The Staff Attorney also has non-litigation advocacy responsibilities, including: public speaking, media interviews, outreach and "know your rights" presentations, and writing op-eds, newsletter articles and reports. The Staff Attorney will work with the ACLU Foundation of Arizona Legal Panel and assist with recruiting and working successfully with cooperating attorneys.

### **ACLU OF ARIZONA:**

With an annual combined budget of approximately \$1 million, the ACLU of Arizona and its Foundation operate jointly as private, non-profit organizations devoted to protecting civil rights and civil liberties. To achieve our mission, we litigate a broad range of constitutional cases in federal and state court on issues including, immigrants' rights, racial profiling, police misconduct, prisoners' rights, free speech, religious freedom, education, juvenile justice, and reproductive freedom. We also engage in legislative lobbying and public education to advance civil liberties principles statewide. Founded in 1959, the ACLU of Arizona has 8,000 members and supporters in Arizona. Our staff of 10 full-time employees and two part-time employee works in a fast-paced, friendly office located in bustling midtown Phoenix. The ACLU of Arizona is an affiliate of the National ACLU. To read our legal docket and learn more about the work of the ACLU, please visit [www.acluaz.org](http://www.acluaz.org) and [www.aclu.org](http://www.aclu.org).

### **SPECIFIC RESPONSIBILITIES:**

#### ***(1) Legal***

- Investigate, develop and litigate impact civil liberties and civil rights cases in federal and state court. This includes conducting factual and legal research, interviewing clients and potential witnesses, preparing memoranda, drafting pleadings, briefs and correspondence, conducting discovery, including depositions, arguing motions, trying cases, handling appeals and negotiating settlements.
- Draft amicus briefs in cases of constitutional significance.
- Supervise, lead, or participate in a team of associated attorneys, including those at other public interest organizations.
- Recruit and work with ACLU volunteer attorneys.
- Provide technical assistance and advice to attorneys and advocates on civil liberties issues.
- Develop legal strategy with senior ACLU staff.

#### ***(2) Advocacy/Public Education***

- Serve as a spokesperson for the ACLU both with the press and as a public speaker.
- Provide legal research on legislative proposals and public education materials.
- Work with ACLU staff to implement integrated advocacy campaigns and high-impact strategies utilizing ACLU's communication, legislative, field organizing and legal programs.

#### ***(3) Administration, Coordination and Support***

- Contribute to the maintenance of the legal docket.
- Ensure that all pleadings are filed timely and according to court rules.
- Supervise law students, interns, volunteers.
- Work with our Legal Panel to screen and develop promising civil liberties cases.

#### ***(4) Provide Support to the Legal and Executive Directors***

- Assist with all legal program activities as needed.

- Ensure Legal and Executive Directors are adequately informed of work, and prepare reports and provide support as needed.

### **SUPERVISION:**

The Staff Attorney will work with the Legal Director, who is responsible for implementation of the statewide legal program.

### **QUALIFICATIONS:**

- A J.D. with at least 5 years of litigation experience; preference will be given to applicants with demonstrated experience in constitutional or public interest law and/or federal court litigation.
- Applicant must be licensed to practice in at least one jurisdiction; membership in good standing in the Arizona Bar is preferred. An attorney who has been admitted to practice law in any other jurisdiction for at least two years would be eligible to work for the ACLU Foundation of Arizona, an approved legal services organization, under Rule 38(f) of the Rules of the Arizona Supreme Court;
- Excellent analytical, writing and speaking skills;
- Applicant should be self-motivated and have a commitment to civil liberties and civil rights;
- Applicant must have strong interpersonal skills and the ability and willingness to function as a member of the team;
- Applicant must be skilled in managerial and administrative tasks, including supervising volunteers and coordinating with others inside and outside the ACLU;
- Applicant must have an understanding of organizations and the ability to work effectively with others in a number of different capacities; and
- Ability to speak Spanish is strongly preferred.

### **COMPENSATION:**

Salary is commensurate with experience and within the parameters of ACLU of Arizona's salary scale. Excellent benefits include three weeks paid vacation, 100% employer-paid medical and dental insurance, 401 (k) plan with an employer match, life and long-term disability insurance, and generous paid holidays.

### **APPLICATION PROCEDURE:**

Please submit a cover letter that illustrates your commitment to civil liberties and civil rights, a current resume, a legal writing sample, proof of bar admission in any jurisdiction (a copy of a bar admission card will suffice), and contact information for three professional references. Send to Daniel Pochoda at [dpochoda@acluaz.org](mailto:dpochoda@acluaz.org) and copy Gloria Torres at [gtorres@acluaz.org](mailto:gtorres@acluaz.org).

*Daniel Pochoda, Legal Director  
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**Please reference "Staff Attorney" in the email subject line, and indicate in your cover letter where you found this job listing. The position will remain open until filled.**

The ACLU of Arizona comprises two separate corporate entities, the American Civil Liberties Union of Arizona and the ACLU Foundation of Arizona. Both the American Civil Liberties Union of Arizona and the ACLU Foundation of Arizona have the same overall mission, and share office space and employees. The ACLU has two separate corporate entities in order to do a broad range of work to protect civil liberties.

**The ACLU is an equal opportunity/affirmative action employer and encourages women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals to apply.**