

Superior Court of California,
County of Yolo

Job Announcement &
Required Supplemental Application

Legal Research Attorney
Recruitment # 10-10

Salary: (DOQ)

Level I: \$3981-\$4838/month

Level II: \$5228-\$6354/month

Level III: \$6045-\$7347/month

CLOSING DATE: **January 12, 2011 at Noon**

POSITION SUMMARY

Under the direction of the Supervising Legal Research Attorney (Manager), the incumbent provides legal analysis and advice to judicial officers. This position is responsible for the performance of legal research assistance to the court in pre-trial and trial matters including primarily Civil Law and Motion, and other research duties as required.

These positions are at-will appointments and incumbents serve at the pleasure of the Court.

DESCRIPTION OF LEVELS

The Legal Research Attorney is a multi-level series distinguished primarily by the complexity of work, level of independent judgment and action. Incumbents integrate experience, legal principles and research skills to evaluate a variety of legal issues and to prepare a tentative ruling or court opinion. Incumbents may do additional types of research for a variety of judicial officers.

Legal Research Attorney I is the entry level of the Legal Research Attorney series. Persons appointed to this position work under close supervision and are assigned the less difficult assignments. Work is routinely reviewed by the Supervising Legal Research Attorney (Manager), research methods are discussed and rationale for opinions is analyzed.

Legal Research Attorney II is the journey level of the Legal Research Attorney series. Incumbents work under limited supervision and are assigned cases of medium complexity. Work is periodically reviewed by the Supervising Legal Research Attorney (Manager).

Legal Research Attorney III is the advanced level of the Legal Research Attorney series. Incumbents work under minimum supervision and are assigned complex cases including cases with multiple complex issues. Work is occasionally reviewed by the Supervising Legal Research Attorney (Manager).

Legal Research Attorney – #10-10

ESSENTIAL DUTIES include, but are not limited to:

- Research and analysis of pleadings, memoranda of points and authorities as it applies to specific issues before the court
- Prepare summaries and make recommendations to the court on issues as assigned
- Prepare and maintain the Court's tentative rulings, published on telephonic and automated system for Civil Law and Motion
- Write reports, collect and analyze data needed for related matters
- Maintain current in civil law and procedure, and other bodies of law required to perform duties
- Confer with judges on legal issues
- May direct law students in the Internship program and appear in court to supervise same
- Perform other related duties as required by business needs. (Reasonable accommodation will be made when requested and determined by the Court to be appropriate under applicable law.)

KNOWLEDGE AND ABILITY - Incumbents at all levels must possess the following:

- Knowledge of legal principles and their application
- Knowledge of civil law and procedure
- Knowledge of trial procedure
- Knowledge of research methods

- Ability to accept guidance by technical standards and policies
- Ability to analyze and apply legal principles, facts, evidence, and arguments clearly and logically in written and oral form
- Ability to pay close attention to detail
- Ability to communicate clearly orally and in writing
- Ability to deal effectively and tactfully with the public and others contacted in the course of work
- Ability to function effectively in a challenging and fast-paced environment
- Ability to confer with judges on legal issues

EMPLOYMENT STANDARDS

Education: Requires achievement of Juris Doctor Degree and requires active membership in the State Bar of California.

Experience:

Legal Research Attorney I: Requires zero to two (0-2) years of professional experience

Legal Research Attorney II: Requires two to five (2-5) years of professional experience.

Legal Research Attorney III: Requires five or more (5+) years of professional experience.

Computer Literacy: Experience with WestLaw and Microsoft Suite

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use dexterity and coordination utilizing hands to finger, handle or feel objects, use a computer keyboard, view a computer monitor, handle files, single pieces of paper, stacks of papers, and reference and other materials; reach with hands and arms; and stoop and kneel. Hearing and speaking are needed to listen effectively and to talk with individuals in person and by phone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee is frequently required to sit, stand, and move from place to place within the office. The employee is occasionally required to lift and/or move objects weighing up to twenty-five (25) pounds and reach for items above and below desk level. Lifting of objects weighing in excess of twenty-five (25) pounds will require team lifting. The noise and traffic level in the work environment are similar to a busy business office.

Normal business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. These positions are FLSA exempt.

BENEFITS PACKAGE

Yolo Superior Court employees are valued. The Court offers an excellent benefit package, described as follows:

- CalPERS retirement plan 2.5% at 55 – The Court pays a portion of the employee contribution.
- Employees participate in Social Security, Medicare and State Disability Insurance.
- A monthly benefit package that covers a substantial portion of the cost of family coverage for health, dental and vision. Any unused portion of the benefit package will be paid to the employee as taxable earnings.
- Deferred compensation plans are available.
- Employees may establish a flexible spending account for qualifying medical or dependent expenses.
- The Court provides a \$10,000 life insurance policy and a \$10,000 accidental death and dismemberment policy for employees at no cost. Employees may purchase additional coverage for themselves and dependents.
- Sick leave is earned at eight hours per month.
- New employees earn 80 hours of vacation per year and are eligible to use vacation after working for 13 pay periods. The vacation accrual rate increases to 120 hours after three years of employment.
- Additional leave benefits include 32 hours of floating holiday leave, 40 hours of administrative leave, and 13 paid holidays.
- An employee assistance program is available.

Legal Research Attorney – #10-10

RECRUITMENT PROCESS

To be considered for this position, job applicants are required to submit:

- A cover letter (applications will not be considered without a cover letter)
- A completed Yolo Superior Court Application Form
- Responses to the Required Supplemental Questions

A resume may also be submitted, but is **not** an acceptable substitute for the Yolo Superior Court Application form. Human Resources will review application materials. Qualified applicants may be invited to an oral interview. Eligible job applicants will be notified by phone or letter of the date and location of the interview.

An eligibility list may be established and may be used to fill future vacancies, up to six months after completion of this recruitment process. The Court reserves the right to re-recruit rather than select individuals from the eligibility list. Reference checks are required. Background checks and a drug screen are required after a job offer has been extended.

Official application forms and the Required Supplemental Questions are available on the Court's Web site, www.yolo.courts.ca.gov or may be picked up from the Human Resources Department at 601 Court Street, Woodland CA, 95695. Application materials may be mailed to P.O. Box 1290, Woodland CA, 95776 or dropped off at the Human Resources Department. Additionally, application materials may be faxed to 530-406-6883 or emailed to humanresources@yolo.courts.ca.gov. If emailing or faxing, please follow up with the original application within three business days. For more information call 530-406-6881.

Required Supplemental Questions

Responses to these Supplemental Questions must be completed and submitted together with the required Court application form. Clarity, conciseness and completeness of answers are factors considered in the selection process. Responses to the Supplemental Questions will be used to evaluate your writing skills as well as your experience and qualifications. For Section A, limit your responses to no more than one page for each of the areas listed. If you have no experience in a listed area, please clearly state that is the case. Please place your name and the job designation “Rec. #10-10 Legal Research Attorney” on each page.

Section A

Using specific examples, please describe in detail your work accomplishments, experience, education and training in the following areas:

1. Civil law and motion
2. Civil trials
3. Civil Writs including Mandate and Administrative Mandate
4. Probate law (including conservatorships and guardianships)
5. Criminal law (including habeas corpus)
6. Juvenile law (including delinquency and dependency)
7. California Environmental Quality Act
8. Family law.

Section B

Please attach two 3-8 page written briefs or legal memoranda (partial or complete) that you have personally and solely written.

Section C

Please provide the following information:

- State Bar number
- Year admitted to practice in CA
- Number of consecutive years of practice in California