



SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
invites applications for the position of:

Legal Research Attorney (Civil)

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$42.42 - \$54.63	\$3,393.60 - \$4,370.40	\$7,352.80 - \$9,469.20	\$88,233.60 - \$113,630.40

OPENING DATE: 08/22/19

CLOSING DATE: 09/17/19 05:00 PM

JOB

DESCRIPTION:

The Superior Court of California, County of Alameda is accepting applications for two (2) positions of **Legal Research Attorney**.

The assignments will be focused primarily on supporting judges in civil departments, so experience in civil law is required. Experience with class actions, complex civil litigation and asbestos is desirable.

Under general direction, a **Legal Research Attorney** performs a variety of complex professional legal work, including research and consultation for judicial officers, provides legal support to programs within the Superior Court of Alameda County, and performs other related duties as assigned. Assignments for any Legal Research Attorney might include supporting civil, family, probate, and/or criminal departments.

The Legal Research Attorney positions will be assigned to the Legal Research Attorney Unit. The Court expects the positions to be located in Oakland. However depending on the needs of the Court, Legal Research Attorneys can be reassigned to other courthouses in Alameda County such as Hayward.

EXAMPLES OF DUTIES:

May include, but are not limited to the following:

1. Gathers information regarding legal matters presented to the Court (e.g., motions, petitions and ex parte applications) by reviewing case files, legal documents and exhibits, and conferring as needed with litigants and the public.
2. Identifies, researches and analyzes legal issues and conflicting legal opinions; reviews legal authority cited by litigants; and conducts self-directed independent research as may be needed to further clarify issues and reach sound judicial decisions.
3. Prepares comprehensive memoranda detailing relevant legal issues, addressing arguments' strengths and weaknesses and recommending judicial action.
4. Briefs judges in writing and orally; on behalf of judicial officers, drafts rulings, statements of decision and judgments.

5. Confers with judges, attorneys, court services staff and the public on procedural and operational matters; advises the Court on legal aspects of administrative and operational issues; and prepares memoranda summarizing legislative/judicial action or trends and other matters not directly related to caseload.
6. Serves as legal counsel to the court, providing legal advice and guidance to court leadership on a variety of issues pertaining to judicial branch, and court operations and administration.
7. Advises the General Counsel, Deputy General Counsel, and supervising attorney on legal aspects of administrative and operational issues; and prepares memoranda analyzing legislative, judicial and operational policies and other matters.
8. Assists self-represented litigants and responds to questions about Court or legal processes and procedures.
9. Updates law library materials and performs other collateral services in support of judges and the court; and participates in the development of team resources and services.
10. Prepares a variety of reports and correspondence.
11. Maintains proficiency through continuing education in specific areas of procedural and substantive law.
12. Performs other related duties as assigned.

MINIMUM**QUALIFICATIONS:****Education:**

Possession of a Juris Doctorate degree from an accredited college or university.

And**Experience:**

Equivalent to three years of full-time civil or criminal litigation experience, and/or professional-level legal research experience in support of the judicial branch. Experience with civil law and motion matters is desirable.

License Requirement:

Current active membership and good standing with the State Bar of California.

KNOWLEDGE AND ABILITIES:

Knowledge of principles of civil and criminal law; the California judicial system; California codes, statutes and other authorities applicable to civil, criminal, and/or family law matters; rules of evidence and procedure in trial, appellate and United States courts; legal research methods; judicial ethics; word processing and other office software.

Ability to communicate effectively and diplomatically with judicial officers, court users, counsel, staff and others; identify legal issues; perform legal research; prepare and present oral and written legal analyses and recommendations; apply legal principles to case facts and arrive at specific conclusions; use initiative and independent judgment within general policy guidelines; apply problem-solving and conflict-resolution methods and

techniques; work effectively with internal and external committees; uphold judicial ethics; work independently and as part of a team; coordinate work with others; recognize and respect limit of authority and responsibility; operate modern office equipment and personal computers, and use specified computer applications, including word processing and spreadsheets; attend meetings outside of normal working hours; work evening and weekend hours as necessary; and travel throughout the county and statewide as necessary.

GENERAL INFORMATION

This is a full-time, FLSA exempt management position. This position includes a one-year probationary period. Employment is contingent upon successful completion of a fingerprint check and the provision of appropriately identifying documents to certify eligibility to work in the United States.

The recruitment and examination process will include the following three components:

- A screening of all application materials received by **5:00 p.m. Tuesday, September 17, 2019**, including completed application and supplemental questionnaire.
- A review of the completed application and supplemental questionnaire to select the best-qualified candidates for the oral panel interview process.
- An oral interview that will be weighted as 100% of the candidate's final score. The oral interview may contain situational exercises.

The Court reserves the right to limit the number of candidates invited to the testing process to include only the most qualified candidates should there be a large applicant pool. Successful candidates in the initial application review will be considered further in the selection process.

The components of this recruitment and examination process are subject to change.

A resume does not substitute for completing the application. An incomplete or partial application or supplemental questionnaire will result in disqualification. Please answer the following questions and submit your responses with your completed application form by **5:00 p.m. Tuesday, September 17, 2019. Failure to submit the application and/or supplemental questionnaire will result in disqualification.**

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.alameda.courts.ca.gov>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

1225 Fallon Street, Room 105

Oakland, CA 94612

510-891-6082

(510) 891-6084

Job #1397

LEGAL RESEARCH ATTORNEY (CIVIL)

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Legal Research Attorney (Civil) Supplemental Questionnaire

- * 1. Please describe your experience with civil law and motion matters.
- * 2. Please describe your experience with Asbestos, Class Action and Complex Civil Litigation.
- * 3. Please describe your experience with criminal law.
- * 4. Please describe your experience with civil trials and civil writ proceedings, including mandate and administrative mandate.
- * 5. Please describe your experience with probate law, including conservatorships and guardianships.
- * 6. Please describe your experience with juvenile law, including delinquency and dependency.
- * 7. Please describe your experience with the California Environmental Quality Act.
- * 8. Please describe your experience with family law.
- * 9. Please describe your experience with appellate law.
- * Required Question