

**Superior Court of California
County of Santa Clara**

191 North First Street
San Jose, California 95113
(408) 882-2700



HUMAN RESOURCES DIVISION

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SANTA CLARA**

EMPLOYMENT OPPORTUNITY

LEGAL RESEARCH ATTORNEY

\$6,256.64 Monthly

APPLICATION DEADLINE: October 30, 2009

MISSION STATEMENT:

The Superior Court of California, County of Santa Clara serves the public by providing equal justice for all in a fair, accessible, effective, efficient, and courteous manner:

- Resolving disputes under the law;
- Applying the law consistently, impartially, and independently;
- Instilling public trust and confidence in the court.

DEFINITION:

Under the direction of designated Staff Attorneys and the Director of Legal Research and Planning, this professional level position performs legal research activities on behalf of the court by examining, analyzing, and interpreting available information and submitting reports, bench memos, proposed orders, and recommendations to judicial officers.

DISTINGUISHING CHARACTERISTICS:

This is the entry level classification of the Attorney series. This class is distinguished from the Staff Attorney in that the latter is responsible for supervising, mentoring, and training of Research Attorneys and may perform the more difficult and complex legal duties.

REPRESENTATIVE DUTIES:

- Review and summarize pleadings, evidence, procedural history, and legal contentions on matters before the court;
- Research and analyze factual and legal issues, and recommend dispositions to issues in pre-trial proceedings, motions trials, appeals, and writs;
- Prepare bench memos, orders, decisions, analyses, reports, legislative measures, and other written work as required by the court;
- Brief judicial officers on research and analysis pertaining to matters before the court, identify and discuss unresolved issues necessary for the disposition of matters, and formulate dispositions;

- Respond to judicial officers' inquiries on procedural and substantive legal issues, attend and assist at trials and hearings and review documents as requested;
- Assist Supervising Attorney, Staff Attorneys and other Research Attorneys as requested;
- May train and manage volunteers;
- Perform other related duties as required.

EMPLOYMENT STANDARDS:

Candidates must be a current member of the California State Bar, have a strong academic background and excellent legal research, verbal, and writing skills. Assignments may vary and may include Juvenile, Civil, Family, and/or Criminal Law. **Legal Research Attorneys are appointed to one-year terms, renewable at the sole option of the Court.**

KNOWLEDGE OF:

- Rules of Court California laws, codes, and statutes applicable to the courts; legal terms, court procedures, court forms, and documents;
- Principles and procedures of Criminal, Civil, Family, and/or Juvenile law;
- Trial procedure and rules of evidence; statutory and constitutional laws of the State of California;
- Principles, methods, materials, and practice of legal research and writing; the ability to present statements of facts and law and argue clearly and logically on behalf of the court;
- Internet access capability to conduct legal research;
- Legal research programs, including but not limited to LexisNexis and Westlaw.

ABILITY TO:

- Access and search the internet for legal resource information, including but not limited to court websites; legal software programs, such as Legal Solutions and Martin Dean's Essential Forms; legal research programs, such as LexisNexis and Westlaw;
- Use Microsoft Word proficiently;
- Explore new ideas and innovative approaches in helping the court and/or litigants who represent themselves in court;
- Work effectively with a diverse population of people;
- Use independent judgment to resolve problems and make appropriate decisions; organize work to meet court and statutory deadlines;
- Follow oral and written instructions; organize and maintain records; work well under pressure and in stressful situations; and work cooperatively and courteously with others.

WORKING CONDITIONS:

The work environment is generally clean, inside buildings, with limited exposure to dust, fumes, odors, and noise. Incumbents will be working under sometimes difficult and stressful conditions with frequent deadlines and expectation to produce high quality work under limited time constraints. The ability to work both independently and collaboratively is required.

ESSENTIAL FUNCTIONS:

Specific tasks and duties may vary among assignments; however, the following is considered an essential function expected of the Research Attorney classification:

- Regular use of a computer terminal to conduct legal research.

PHYSICAL DEMANDS:

- Dexterity, coordination, and/or ability to use a computer keyboard and read a video display terminal on a regular basis;
- Sitting or standing for long periods of time is often required;
- The ability to lift objects weighing up to 10 lbs.

APPLICATION REQUIREMENTS:

Candidates are required to submit an employment application, resume, certified law school grade transcripts, and a brief writing sample. Application forms may be obtained by visiting our website at www.sccsuperiorcourt.org or calling the Human Resources Division at (408) 882-2747.

Completed application packets - including application form, resume, certified copy of law school grade transcripts, supplemental questions and a brief writing sample - must be submitted by 5:00 pm on October 30, 2009 and should be mailed to:

Victoria Concepcion
Superior Court Administration
191 North First Street
San Jose, California 95113

Supplemental Response Questions

1. What approximate percentage of your experience has been in the following areas:
 - 1) Civil? _____
 - 2) Criminal? _____
 - 3) Juvenile? _____
 - 4) Family Law? _____
 - 5) Traffic? _____
2. List any honors, prizes, awards, or other forms of recognition which you have received. Have you had an article(s) published in a law journal? If so, give its citation and briefly summarize its context.
3. Why do you want to be a Legal Research Attorney? Why do you believe you are qualified? What would you seek to accomplish if appointed?

**THE SUPERIOR COURT OF CALIFORNIA
COUNTY OF SANTA CLARA
IS AN EQUAL OPPORTUNITY EMPLOYER**

The employer also contributes to the Public Employees Retirement System 2.5% at 55 Plan; which also includes the payment by the employer of the employee's regular contribution of approximately 8%. The 8% contribution can be refunded to an employee who resigns prior to retirement.

EXAMINATION:

A screening panel will be convened to select those applicants deemed most qualified to participate in a written and/or oral examination. The examination process will include one or more of the following: application appraisal, written examination and oral examination.

BENEFITS:

Vacation accruals:

1st year – 10 work days per year; 2nd year – 12 work days per year;
5th year – 16 work days per year; 10th year – 18 work days per year;
15th year - 20 work days per year

Personal Leave:

4 days or 32 hours per fiscal year

Sick Leave accrual:

12 days or 96 hrs per year

Court Holiday:

All State holidays, 13 days per calendar year

Basic Benefit Package plans:

Kaiser Permanente, Valley Health or Health Net.

Dental Health plans:

Delta Dental or Pacific Union Dental

Vision:

Vision Services Plan

Education Reimbursement:

\$1,000 max, per employee per fiscal yr. *(subject to funds limit)*

Dependent Care assistance:

annual limit of up to \$5,000

Flexible Spending account:

annual limit up to \$2,000 in deductions

Additional benefits include:

Basic Life Insurance

\$25,000 benefit

Long-term Disability plan: This plan provides financial aid in the event of disability that lasts longer than 60 days. The benefit pays 66 2/3% of bi-weekly regular base wages.

The Court provides reasonable accommodations for applicants with disabilities. If you are disabled as defined by the Federal Americans with Disabilities Act or the California Fair Employment and Housing Act and will be requesting an accommodation, please contact Melody Miller at (408) 882-2700 to discuss your request; TDD communications available by calling (408)882-2787