



Superior Court of the State of California
County of Kings
1640 Kings County Drive Hanford, CA 93230
(559) 582-1010 Extension 6021

Job Announcement

STAFF ATTORNEY I/II

Staff Attorney I \$83,241.60 - \$111,551.70 D.O.Q.

Staff Attorney II \$90,604.80 - \$121,419.10 D.O.Q.

JOB OPPORTUNITY

The Court is seeking to fill one Staff Attorney I/II position. The level of classification upon hire is within the discretion of the Court based on the candidate's qualifications.

ABOUT THE POSITION:

Under direction, this professional level position performs a wide range of complex legal research and analysis duties in assistance to judicial officers hearing all case types. This professional level position may also be asked to perform research and drafting duties in assistance to the administration of the court.

DISTINGUISHING CHARACTERISTICS

The Staff Attorney I is the entry level of the Staff Attorney classification series, reporting to the Staff Attorney II. The Staff Attorney I is distinguished from the Staff Attorney II in that the latter performs the more difficult and complex legal duties and/or may serve as a lead worker, mentoring and coordinating the duties of attorneys and other legal staff. Staff Attorney I and Staff Attorney II are established as Exempt positions.

EMPLOYMENT AT-WILL

The Staff Attorney I and Staff Attorney II classifications are established as "At-Will" positions and, as such, the incumbent serves at the pleasure of the Judicial Officers. The Court Executive Officer has the right to terminate the employment of any incumbent in the position of Staff Attorney I or Staff Attorney II at any time, with or without advance notice and with or without cause.

ESSENTIAL FUNCTIONS

Examples of duties performed by the Staff Attorney I include, but are not limited to, the following:

Researches, analyzes and formulates recommended policies, procedures and forms related to specified Court proceedings and recurring issues at the request of Judges, Judicial Committees and Court Administration; reviews and summarizes evidence, procedural history and legal contentions in

matters on Civil, Criminal and Presiding Judge's law and motion calendars, appellate calendar and mandate calendar in civil and criminal trial and post-trial motions, in coordinated proceedings, in juvenile court and family law proceedings, in *habeas corpus* petitions and in time credits and sentencing matters; reviews and summarizes evidence, procedural history and legal contentions in matters on decedent estate, trust, conservatorship, guardianship, Lanterman Petris and Short (LPS) proceedings and other protected proceedings; researches legal authorities, including statutory and case law of California, other states, federal and foreign jurisdictions, treaties, and other international laws and legislative history using traditional and computerized legal research methods; confers with court investigators in guardianship and conservatorship proceedings when necessary; attends court hearings upon request of assigned judicial officer, prepares summary for each calendared matter identifying and analyzing factual and legal issues, and recommending disposition; prepares memorandum for each matter, summarizing background, identifying and analyzing factual and legal issues and recommending disposition; orally briefs judges on research and analysis pertaining to matters in Superior Court cases; responds to Judges' queries on procedural and substantive issues during trials and pre-trial hearings, including *in limine* motions, evidentiary objections, jury instructions, status of case authorities cited by counsel and points of substantive law; and, communicates orally and in writing with attorneys, other agencies, unrepresented parties and inmates regarding matters pending before the Court; drafts rulings in Superior Court cases, including minute orders, formal orders, tentative decisions, statements of decision and judgments. (Essential duties may vary from position to position within classifications. Reasonable accommodation will be made when requested and determined by the Court to be appropriate under applicable law. This position may be assigned any other duties as determined and assigned by the Court Executive Officer or his designee).

In addition, both the Staff Attorney I and Staff Attorney II positions will be expected to participate in the court's temporary judge program. The conditions for appointment are set forth in Rule 2.812(b) of the California Rules of Court, and the education and training requirements are found in Rule 2.812(c).

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited School of Law.

Experience: Active, valid membership in the California State Bar. Applicants for the Staff Attorney I position must have at least two (2) years experience in public law, civil and criminal legal practice, including performing legal research and developing legal opinions. Applicants for the Staff Attorney II position must have at least three (3) years of similar experience.

Knowledge of: Legal principles, practices, methods and materials of legal research and analysis; Government Code and other California statutes related to Superior Court processes and Rules of Court; principles of civil, criminal, constitutional and administrative law and their application; legal terms, procedures, forms and documents used in court cases.

Ability to: Use traditional and computerized legal research methods (Lexis Advance); research, analyze and apply legal principles, facts and precedents to specific legal problems; analyze and appraise a variety of legal documents; research legal issues and present clear and logical arguments and statements of fact and law; establish and maintain cooperative working relationships with those contacted during the course of work; communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

Must possess a valid California Class 'C' driver's license. Ability to qualify for a security clearance through fingerprinting, traffic and criminal record background investigation, random drug testing and

regular TB testing. Ability to sit for extended periods; frequently stand and walk; normal manual dexterity; eye-hand coordination; lift and move objects weighing up to twenty (20) pounds; verbal communication; use of office equipment, including computer, telephone, calculator, copier and fax machine. Travel may be required outside of Kings County for outlying court work site visits, attend meetings, conferences, and trainings.

BENEFITS:

The Court offers a benefit package to its regular full-time employees (pro-rated if not hired at the beginning of the plan year) which include 13 Court approved holidays; accrued sick/vacation (accrual based on hours worked, minimum 2 weeks/year); a Benefit Plan to purchase Medical, Dental, and Vision Insurance, as well as Medical and/or Dependent Care Reimbursement, and Short-term/Long-term Disability. Court provided life insurance. A Retirement Plan is provided [2% at age 62] through California Public Employees Retirement System [P.E.R.S.]. A Classic P.E.R.S. Member Retirement Plan is offered [2% at age 55] only if the employee does not have a six-month break in service as a previous CalPERS member or retirement plan member that is reciprocal with P.E.R.S. An Employee Assistance Program is also provided.

HOW TO APPLY

Interested persons must apply by completing the Court's application and providing the supplemental materials required along with a current email address and phone number. Interested applicants must submit all of the following items:

- Superior Court of California, County of Kings, employment application (fully completed).
- Resume
- Statement of qualifications, limited to one (1) page, explaining only why the applicant is interested in the position and why the applicant is qualified to perform the duties described herein. This one-page statement should succinctly describe the relative education and experience that is applicable to this position.
- Provide a writing sample not to exceed twenty (20) pages.

The preparation of the application, including the resume, statement of qualifications, and writing sample is very important to the selection process. It is recommended that applicants review the material in this announcement and on the application very carefully. Once the application has been submitted, it cannot be corrected, changed, or resubmitted. All applications must be submitted to the Court by the filing deadline date.

SELECTION PROCESS

Initial Screening:

Complete application packages received by the final filing date and time will be evaluated to determine if the candidate meets the minimum qualifications. The Court will further evaluate these documents and may interview only those candidates it deems may best meet the needs of the Court. Not all applicants will receive an interview.

Oral Interview:

Selected candidates will be interviewed to determine their relative knowledge, abilities, and skill levels in job related areas. When interviews are conducted, candidates will be contacted and scheduled for an oral interview.

Qualified candidates with disabilities requiring reasonable accommodation to participate in the selection process should follow the relevant section on the employment application.

OTHER APPOINTMENT INFORMATION

Employment is subject to security clearance. Any false statement or omission of material fact may cause forfeiture of employment. Information presented on employment applications, resumes, and attachments and during the selection process is subject to verification. Employees are prohibited from engaging in activities which conflict with the interest of the Superior Court of California, County of Kings.

At the time of appointment to a position, all persons must possess a valid Social Security number. Immigration laws require that all employees hired after November 6, 1986, must provide proof of work eligibility. At the time of employment, applicants will be required to submit originals of documents which verify citizenship status or legal alien status as well as identity, such as a social security card and driver's license, or a green card and a driver's license, or a valid passport.

The Superior Court of California, county of kings, is an equal opportunity employer. Applicants shall not be favored or discriminated against because of race, color, religion, gender, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, genetic information, union activity, political affiliation, or other non-merit factor.

CLOSING DATE: *Open until filled*

Application materials must be submitted in person or by mail by the filing due date A résumé or faxed application cannot substitute for an original Court application.

The Court Application is available on-line at our website: www.kings.courts.ca.gov. For further information or to receive an application in person or by mail (applications only mailed out to individuals residing outside of Kings County), please contact:

Superior Court of the State of California,
County of Kings
Attn: Human Resources Division
1640 Kings County Drive
Hanford, CA 93230
(559) 582-1010 Extension 6021
www.kings.courts.ca.gov

EOE/AA Employer

[This is not an offer of employment by the County of Kings or State of California]

SUPPLEMENTAL INFORMATION

Court Staff Attorney I/II Supplemental Questionnaire Applicant Checklist

1. I am a member of the California Bar and in good standing.
☐ Yes
☐ No
2. As instructed, I have attached a writing sample of not more than twenty pages in length.
☐ Yes
☐ No
3. As instructed, I have attached my resume.
☐ Yes
☐ No
4. As instructed, I have attached my statement of qualifications. Limited to one (1) page only explaining why I interested in the position and why I am qualified to perform the job duties.
☐ Yes
☐ No