

**Superior Court of California  
County of Solano  
Job Announcement**

**Senior Staff Attorney**

**RECRUITMENT # 2013-10**

**Salary: \$91,710 – \$111,475 annually**

**CLOSING DATE: October 18, 2013**

**Job Definition**

Under limited direction, this professional level position performs complex legal research on behalf of the court by examining, analyzing and interpreting available information and submitting recommendations for resolving issues before the court. This position is represented and exempt from the Fair Labor Standards Act.

**Essential Functions (Core Competencies)**

- Researches difficult legal questions and prepares memoranda, documents, and summaries of alternatives for the judges' consideration.
- 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 and family law proceedings, in habeas corpus petitions, and in time credits and sentencing matters.
- 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.
- Prepares a 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 court cases.
- Drafts rulings, including minute orders, formal orders, tentative decisions, statements of decisions, and judgments.
- Drafts correspondence to counsel, unrepresented parties and inmates regarding matters pending before the Court.
- 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.
- Researches, analyzes, and formulates recommended policies, procedures, and forms related to specific court proceedings and recurring issues at the request of judges, judicial committees, and court administration.
- May train, review work and schedule assignments of other legal staff.
- Reviews appealed cases; researches pertinent issues and law; and prepares preliminary opinion for the courts' consideration.
- Performs other related work as required by business needs or as assigned.

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Recruitment # 2013-10

The ideal job applicant will possess all of the knowledge, skills, and abilities (KSAs) listed below, including other KSAs and meet all minimum requirements. A more detailed list of minimum requirements and KSAs is available upon request in the form of a job specification.

**Knowledge, Skills, and Abilities** – The successful applicant will possess the following (KSAs)

- Knowledge of principles, practices, methods, and materials of legal research and analysis.
- Knowledge of Government Code and other California statutes related to California trial court processes and Rules of Court.
- Knowledge of principles of civil, criminal, family, constitutional, and administrative law.
- Knowledge of legal terms, procedures, forms and documents used in court cases.
- Knowledge of proper English usage, grammar, punctuation, vocabulary, and spelling.
- Ability to use traditional and computerized legal research methods.
- Ability to apply legal principles, facts, and precedents to specific legal problems.
- Ability to analyze and appraise a variety of legal documents.
- Ability to research legal issues and present clear and logical arguments and statements of facts and law.
- Ability to organize and prioritize work assignments including assignments with short deadlines and/or due concurrently.
- Ability to communicate effectively orally and in writing with people of diverse socio-economic backgrounds and temperaments.
- Ability to use personal computers including word processing, spreadsheet software, and court case management databases.
- Ability to maintain confidentiality of information.

**Educational and Work Experience Requirements**

- Graduation from an accredited school of law.
- Active membership in the California State Bar.
- Two (2) years of experience in an Attorney classification in a California Trial Court  
Or
- Four (4) years in the practice of law.

**Special Requirements**

- May be required to possess or obtain by appointment date a valid California driver's license issued by the State Department of Motor Vehicles.
- Must be willing to work at any court location.
- May be required to work outside normal business hours with or without advance notice.

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Recruitment # 2013-10

**Physical Requirements and Work Environment**

The duties assigned to this position requires standing, walking, use hands to finger, handle, pinch, pull objects or controls, reach with hands and arms, climb stairs, and balance. Customarily, assigned work may include frequent lifting of up to approximately 10 pounds. Occasional lifting of up to 25 pounds may be required and the need to sit and work at a computer for long periods of time. Some bending, stooping, and/or squatting may be required. While performing assigned duties, the employee is exposed to weather conditions prevalent at the time. The noise and traffic level in the work environment are similar to a busy business office. Reasonable accommodation requests will be considered during pre-employment testing period and after employment when requested, medically documented, and determined by the court to be appropriate under applicable law.

**Benefits Packages**

Solano Superior Court employees are valued. The court offers an excellent benefit package, as described as follows: CalPERS retirement (specific plan depends on PEPRAs rules). All employees participate in Social Security, Medicare and State Disability Insurance. The Court also offers health insurance (6 HMOs and 3 PPOs in 2014); dental and vision insurance; 457 deferred compensation plan; and sick leave earned at approximately 12 days per year. Employees may establish a flexible spending account for qualifying medical, dependent care, or transportation expenses. The Court provides a life insurance policy for employees at no cost. New employees earn ten (10) days of vacation per year and are eligible to use vacation after working approximately 1040 hours. That accrual rate increases to 15 days after three years and to 20 days after 10 years of employment. This classification receives 48 hours of administrative leave per fiscal year (may be prorated first year, depending on hire date). Additional benefits include 2 days of floating holiday leave, an employee assistance program, and longevity pay after 10 years.

**Recruitment Process**

To be considered for this position, job applicants are required to complete an official court application, a résumé, and a writing sample, not to exceed 5 pages.

Eligible job applicants will be notified by phone or letter of the date and location prior to scheduling for the interview.

Official application forms are available on the court's Web site, [www.solano.courts.ca.gov](http://www.solano.courts.ca.gov) or application forms may be picked up from the court's human resources department in the Executive Office at 600 Union Avenue, Fairfield. Applications may be mailed or dropped off at the court **and must be received** by close of business on the final filing date. Faxes or postmarks are not accepted.