

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

**Staff Attorney
Full Time or Part Time
RECRUITMENT # 2015-11**

**Salary: \$76,311 – \$92,757 annually - full time
\$38,155 - \$46,378 annually – part time**

CLOSING DATE: September 4, 2015

Job Definition

Under general direction, this professional level position performs 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. This position will be assigned to primarily handle habeas corpus petitions and criminal, civil family, probate and juvenile law and motion.

Essential Functions (Core Competencies)

- Reviews and summarizes evidence, procedural history and legal contentions in matters on civil, criminal, law and motion calendars, appellate calendar, civil and criminal trial and post-trial motions, in coordinated 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, formal orders, tentative decisions, statements of decisions, and judgments.
- 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 serve as hearing officer for certification review hearings under Lanterman-Petris-Short Act.
- Performs other related work as required by business needs.

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.

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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, constitutional, and administrative law.
- 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 at time of employment.
- Zero (0) to two (2) years of experience in professional civil, or criminal legal practice.

Special Requirements

- Must be willing to work at any court location.
- May be required to work outside normal business hours with or without advance notice.

License Requirement

A valid California driver's license may be required or the ability to provide alternate transportation if prohibited by a medically documented disability from obtaining a driver's license.

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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, and climb stairs. 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:

- CalPERS retirement (specific benefit determined pursuant to the Public Employee Pension Reform Act of 2013):
- Participation in Social Security, Medicare and State Disability Insurance.
- Medical insurance (plans offered by CalPERS), dental insurance (HMO & PPO plans), and vision insurance with generous employer contribution toward premium;
- Supplemental retirement plan (457 deferred compensation plan through CalPERS);
- Flexible spending account for qualifying medical, dependent care or transportation expenses;
- Basic life insurance at no cost to employee; employees may purchase additional life insurance for self and dependents;
- Sick leave earned at approximately 12 days per year.
- Vacation earned at approximately 10 days per year, increasing to 15 days per year after 3 years, to 20 days after 10 years and 21 days after 20 years.
- Floating holiday of 2 days per year (may be prorated first year)
- Employee assistance program available at no cost to employee for self and dependents.
- Longevity pay after 10 years.

Recruitment Process

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

1. An official court application,
2. A résumé, and to
3. Submit a writing sample.

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 or application forms may be picked up from the court's human resources department in the Executive Office on the third floor 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, e-mails or postmarks are not accepted.