

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

Staff Attorney

RECRUITMENT # 2009-02

Salary: \$71,559 – \$86,980 annually

CLOSING DATE: November 13, 2009

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 civil and criminal 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, including:

- CalPERS retirement (2.7% at 55 plan). The employer picks up 4% of the employee's contribution.
- Participation in Social Security, Medicare and State Disability Insurance.
- Health insurance (3 HMOs and 3 PPOs) with contribution from the Court;
- Dental and vision insurance, with contribution from the Court;
- Option to participate in 457 deferred compensation plan;
- Sick leave earned at 12 days per year.
- Option to participate in a flexible spending account for qualifying medical or dependent expenses.
- Life insurance policy for employees at no cost and option to purchase additional insurance for self and dependents;
- Vacation earned at ten (10) days of vacation per year (may use after working 1040 service hours. The accrual rate increases to 15 days after approximately three years and to 20 days after approximately 10 years of employment.
- Two days of floating holiday leave,
- An employee assistance program for employee and family members at no cost,
- Longevity pay after 10 years.

Recruitment Process

To be considered for this position, job applicants are required to complete an official court application and a résumé and to 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 or postmarks are not accepted.