

**Job Title: JUDICIAL STAFF ATTORNEY**  
**Class Code: 2010a**

**JOB TITLE: SENIOR JUDICIAL STAFF ATTORNEY**  
**Class Code: 2010b**

**DEFINITION:**

Under general to limited direction, this management level position performs legal work of a routine to complex nature on behalf of the court by providing technical research to the judges, examining, analyzing and interpreting available information and submitting recommendations for resolving issues before the court.

**EMPLOYMENT AT WILL:**

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

**DISTINGUISHING CHARACTERISTICS:**

Judicial Staff Attorney is the journey level class in the series; Senior Judicial Staff Attorney is the advanced journey/lead level class. The classes are distinguished from one another in that the senior class performs the more difficult and complex legal duties, may be responsible for mentoring and coordinating the duties of others, and may act as staff counsel for the Court.

1. Reviews and summarizes evidence, procedural history and legal contentions on matters before the court; identifies and analyzes factual and legal issues relevant to the disposition of matters; researches legal authorities; may review cases on appeal; may prepare preliminary opinion for the courts' consideration.
2. Briefs judges on research and analysis pertaining to matters before the court; identifies and discusses unresolved issues necessary for the disposition of matters, and formulates disposition.
3. Responds to judges inquiries on procedural and substantive issues during trials and hearings; attends and assists at trials and hearings; conducts reviews of documents at the request of judges.
4. Prepares pleadings, written legal reports, opinions, briefs, appeals and other legal documents in connection with trials, hearings and other legal proceedings; may process Writs of Habeas Corpus.
5. May serve as legal adviser to the court judicial officers, staff or judicial committees on specific matters before the court.
6. May assist with the drafting of legislative proposals.

**In addition to above the senior class essential job functions include:**

7. Researches questions and prepares memoranda, documents and summaries of alternatives for the judge(s) and executive consideration.
8. May train, review work and schedule assignments of other legal staff.
9. Confers with judges, attorneys and the public with respect to procedural and substantive legal issues and requirements of individual cases; advises judges on a variety of civil and criminal issues and proceedings.
10. Other related duties as assigned.

## **QUALIFICATIONS:**

### **Proficient Knowledge of:**

- Principles of criminal law, trial procedure and rules of evidence; statutory and constitutional laws of the State of California.
- Principles, methods, materials, and practices of legal research and writing.
- Judicial procedures and rules of evidence.
- Responsibilities and obligations affecting the courts.
- Civil, administrative, and criminal law procedures.
- Procedures and practices and effective techniques in presentation of court cases.
- State and federal laws and constitution provisions affecting the court's operations.

### **Ability to:**

- Conduct extensive legal research using independent judgment, discretion, and initiative within general policy guidelines and legal parameters.
- Present statements of facts and law and argue clearly and logically in written or oral form on behalf of the court.
- Define issues, analyze problems, evaluate alternatives and make appropriate recommendations.
- Prepare clear, concise and legally sufficient written legal reports, opinions, briefs, appeals and other legal documents.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience:**

#### *Judicial Staff Attorney*

Graduation from an accredited law school and active membership in the State Bar of California and two years of experience as a practicing, licensed attorney, or research attorney for a court.

#### *Sr. Judicial Staff Attorney*

In addition to above, two years of experience providing legal research to a court and demonstrated increased ability to work with minimum direction.

### **Special Requirements:**

- A California driver's license  
*This requirement will be reviewed on a position basis in accordance with ADA regulations.*

### **Mental and Physical Abilities:**

Ability to sit or stand for extended periods of time; walk or otherwise move within the court facilities; ascend and descend stairs while carrying files, exhibits, documents, supplies, or equipment; normal manual dexterity and eye-hand coordination; use hands to finger, handle, or feel objects; to reach with hands and arms; vision sufficient to read and write material; sufficient strength to lift, carry, push or pull materials weighting up to 20 pounds; lifting position may be from the floor to the waist, and/or from the waist to an overhead position; ability to speak clearly on the telephone and before groups; ability to stoop, kneel, squat, and crouch to pick up or move objects and records.

### **Miscellaneous Requirements:**

Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ)

**Working Conditions:**

Work is performed in an office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically quiet, but may be loud at times at some locations. The noise level and traffic level in the work environment are similar to a busy office.

NOTE: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

<b>Classification Status</b>	PL
<b>Representation Unit</b>	None
<b>FLSA</b>	Exempt
<b>Established</b>	04/01/07
<b>Revised</b>	
<b>Previous Title</b>	

General sign-off: The employee is expected to adhere to all Court policies.

I have read and understand this explanation and description of the classification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.