



SUPERIOR COURT OF CALIFORNIA COUNTY OF EL DORADO

Invites Applications for the Position of

Court Research Attorney Part-Time – Non-Exempt

Location: Placerville

Salary: \$46.42 to \$56.43 per hour

Final Filing Date: Open Until Filled

First Review Date (submit application by): April 7, 2022 at 11:59 p.m.

The current vacancy requires significant family law experience. However, additional experience in civil, criminal, juvenile and/or probate is a plus.

DEFINITION

Under general to limited direction, the Court Research Attorney performs legal work of a routine to complex nature on behalf of the Court by providing technical research and legal advice to judicial officers, managerial/supervisory staff and other personnel; advises the Court on legal aspects of administration, contracts and operations; stays current on legislative changes affecting the Court; prepares civil and/or family law tentative rulings; and may assist administration with the preparation of grant applications. This position is designated as "at-will" and, as such, the incumbent serves at the pleasure of the Court Executive Officer.

DISTINGUISHING CHARACTERISTICS

This is a professional level position. Work involves the ability to review legal documents and court case files carefully and accurately; thoroughly research and analyze existing law; draft clear, concise and well-organized analyses and tentative decisions; and work successfully in a team. Incumbents must have the ability to exercise independent judgement and problem-solve in the absence of easily applied rules. This classification works under the direction of the Court Executive Officer or his/her designee.

ESSENTIAL FUNCTIONS AND DUTIES

The Court reserves the right to assign or reassign duties as required to achieve business and operational objectives. When assigned, all of the essential functions and duties listed below must be accomplished effectively, are standard, and may not be inclusive of all functions and duties that may be assigned. Depending on assignment, essential functions and duties may include but are not limited to those listed below.

- Researches, analyzes and interprets existing laws and ordinances, court decisions, pending legislation and other legal authorities utilizing legal resources from computerized electronic and print media, including internet resources.
- Reviews and summarizes evidence, procedural history and legal contention on matters before the court; identifies and analyzes factual and legal issues relevant to the disposition of matters; prepares preliminary opinion for the court's consideration.
- Briefs judicial officers on research and analysis pertaining to matters before the court; identifies and discusses unresolved issues necessary for the disposition of matters, and formulates disposition.

- Responds to judicial officer 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 judicial officers.
- Prepares pleadings, written legal reports, opinions, briefs, appeals and other legal documents in connection with trials, hearings and other legal proceedings.
- Writes proposed decisions for judicial officers on matters currently before the court using computer word processing programs and manual methods.
- Advises judicial officers on a variety of civil, family law and criminal issues and proceedings; reviews and advises judicial officers regarding petitions for Writs of Habeas Corpus and Writs of Mandate.
- Reviews Superior Court Appeals and briefs the appellate judicial officers with thorough appeal memoranda; reviews daily appellate reports for new developments in case law.
- Consults with and advises judicial officers, managerial/supervisory staff and other personnel regarding a wide variety of programs, policies and regulations.
- Reviews requests for court judgment after default for compliance with requirements.
- Assists in drafting Local Rules of Court as determined by operational needs and legal and regulatory requirements.
- May assist with the drafting of legislative proposals.
- May train and review work of other legal staff.
- Attends staff and other work-related meetings, workshops, seminars and other continuing education opportunities in order to stay informed of legal updates.
- Serves as a representative of the Court, displaying courtesy, tact, consideration and discretion in all interactions with other members of the Court community and with the public.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

Minimum Qualifications

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

Education: Graduation from an accredited law school and active membership in the State Bar of California.

AND

Experience: Four (4) years of experience as a practicing licensed attorney or research attorney for a court.

Desirable Qualifications

Public law experience.

Knowledge and Abilities

Knowledge of:

- Legal principles, precedents and applications as applied to judicial procedures.
- Judicial system including, but not limited to, family and civil law, juvenile, criminal, probate, codes and statutes.
- Court and courtroom procedures and processes.
- California Codes such as Vehicle, Penal, Evidence, Civil, Civil Procedure and Code of Judicial Conduct.

- California Rules of Court and procedures related to the acceptance of pleas, rulings, sentencing and disposition of criminal cases.
- Statutory and constitutional laws of the State of California.
- Legal research methodology and writing.
- Procedures, practices and effective techniques in presentation of court cases.
- Computer assisted legal research.
- Modern office methods and technology including the use of a personal computer and related software such as word processing, spreadsheets, databases, case management systems and scheduling programs.
- Legal terminology.
- Correct English use, punctuation, spelling and grammar.

Ability to:

- Read, understand and objectively analyze and interpret legal issues, principles and arguments.
- Prepare well-organized, clear, concise and accurate documents such as reports, orders/rulings and correspondence.
- Communicate clearly and concisely, both orally and in writing.
- Use strong interpersonal skills to establish and maintain effective working relationships with all levels of Court staff, elected and appointive bodies and members of the general public.
- Maintain confidentiality of information and exercise discretion and independent judgement.
- Work under the pressure of deadlines, conflicting demands and emergencies.
- Understand, follow and give written and oral instructions.
- Complete all duties as assigned timely and accurately.
- Use work-related computer applications such as e-mail, word processing, the internet and case management systems.
- Complete all duties as assigned timely and accurately.

Other Requirements

- Possession of a valid driver's license may be required depending on the position or the ability to provide alternate methods of transportation that meets job requirements.
- Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ). Convictions, depending on the type, number and date, may be disqualifying.
- All Court employees must take the Oath of Allegiance.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: Strength, dexterity, coordination and vision to use a keyboard and monitor; hearing to communicate with the public and Court staff; ability to sit for extended periods of time; walk or otherwise move within the Court facilities; reach with hands and arms; vision to read and write material; sufficient strength to lift, carry, push or pull materials weighing up to 25 pounds; lifting position may be from floor to waist, and/or from the waist to an overhead position; to stoop, kneel, squat and crouch to pick-up or move objects, office equipment and records; speak clearly on the telephone and before groups.

Working Environment: Work is performed in an office environment with little exposure to outside 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.

Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Work outside of these hours may be necessary in certain circumstances.

NOTE: The statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this job classification, 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.

BENEFITS

- **Vacation:** Accruals start at ten (10) days per year for full-time employees (increases with years of service).
- **Holidays:** Ten (10) paid holidays plus four (4) floating holidays for full-time employees.
- **Sick Leave:** Twelve (12) days per year for full-time employees.
- **Special Leave:** Ten (10) paid leave days per year for full-time employees for this classification.
- **Health Benefits:** Medical, dental and vision insurance coverage is offered to employees and their eligible dependents, with a significant portion of the health benefit contributions paid by the Court.
- **Retirement:** CalPERS retirement is the benefit offered by the County CalPERS program in effect at the date of hire. The Court does not contribute to Social Security.
- **Life and Accidental Death and Dismemberment (AD&D) Insurance:** The Court provides basic employee life and AD&D insurance. Employees may elect to purchase supplemental life or AD&D insurance subject to the provisions of the respective insurance plan.
- **Long-Term Disability (LTD) Insurance:** The Court provides and pays for LTD insurance subject to the provisions of the respective insurance plan.
- **Flexible Spending Account:** The ability to deduct a portion of your salary before taxes to apply towards qualified medical expenses and/or childcare expenses.
- **Employee Assistance Program:** Employees may use this program for up to six (6) visits per year at no cost to the employee. Services are completely confidential.
- **Deferred Compensation:** The Court offers two (2) deferred compensation plans for employees who wish to participate through payroll deduction.
- **Pet Healthcare Program:** Voluntary employee-paid benefit.

RECRUITMENT AND APPLICATION PROCESS

Applicants must submit a completed application packet that includes a 1) Court application, 2) resume, 3) Two (2) redacted writing samples and 4) responses to the supplemental question contained in this job announcement. Applicants may email the application packet to hr@eldoradocourt.org. The application packet may also be delivered between the hours of 8:00 a.m. and 4:00 p.m. from Monday – Friday or mailed to:

**Superior Court of California
County of El Dorado
Attn: Human Resources Dept.
2850 Fairlane Court, Ste 110
Placerville, CA 95667**

- Application packets must be received by the filing deadline.

- Application packets will not be accepted at any other Court location.
- Faxed application packets are **not** acceptable.
- Resume **may not** be substituted for any portion of the application.
- It is **not** acceptable to complete the application or the supplemental question with statements such as “see/refer to resume” or “see attached.”
- Incomplete application packets will not be processed.
- All materials submitted become the property of the Court and will not be returned.

If you require a reasonable accommodation for any part of the application and hiring process, please contact Human Resources at (530) 621-7427.

The Superior Court of California, County of El Dorado is an Equal Opportunity Employer.

www.eldorado.court.ca.gov

Supplemental Questions Court Research Attorney

To better assess the qualifications of each applicant, completion of the below supplemental questions is required. Please take the time to provide a thoughtful and thorough response. All work experience that is described or included in your response must be included in the “Work Experience” section of your application. Do not refer to a resume or other document.

1. Please describe in detail your experience in each of the following areas of law, with a focus on your research, analysis and writing experience in each area. If no experience, indicate "N/A".
 - a. Civil
 - b. Criminal
 - c. Family Law
 - d. Probate
 - e. Appellate
 - f. California Environmental Quality Act

2. **Hypothetical:**

Velma, a California resident, was employed as a research scientist for many years. She retired in 2000 and received a pension. As an inducement to retire, Velma received a \$30,000 lump sum payment, and her pension was paid in monthly installments and deposited in her name at Crystal Cove Bank. She used the lump sum as a down payment on a townhouse. Title to the townhouse and the mortgage are in Velma's name.

In 2001, Velma met Fred, also a California resident, who worked as a private investigator at Ketchum & Cheatham, Incorporated. Velma and Fred married in 2002. Fred opened an account at Destroido Bank in his name and deposited his salary as a private investigator into the account. Velma did freelance consulting and deposited the pay from that work into her account at Crystal Cove Bank.

During their marriage, Velma and Fred used funds from Fred's account to pay the mortgage on the townhouse in which they both lived. They paid all their household expenses from Velma's account. Velma's pay from her consulting work did not cover all their expenses, and so they used Velma's monthly pension payments to cover the rest of their expenses.

In 2012, Velma and Fred bought a sailboat using funds from Velma's account. Although they both used the sailboat, title was taken in Velma's name.

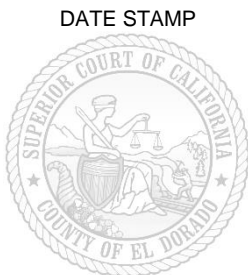
In 2014, Fred was injured on the sailboat when a driver of a motorboat, Daphne, negligently rammed him with her boat.

In 2015, Velma and Fred permanently separated after Velma left him for Pat. Fred moved out of the townhouse and stopped making mortgage payments.

In 2016, Fred settled his lawsuit against Daphne for \$50,000.

In 2017, Fred commenced dissolution proceedings.

In anticipation of oral argument, you are tasked with writing a tentative ruling regarding the marital property. What are Velma's and Fred's rights and liabilities, if any, with regard to: (1) the townhouse, (2) the sailboat and (3) the settlement funds from the litigation against Daphne?



DATE STAMP

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF EL DORADO
HUMAN RESOURCES DEPARTMENT
APPLICATION FOR EMPLOYMENT**

2850 FAIRLANE COURT, STE 110, PLACERVILLE, CALIFORNIA 95667
TELEPHONE: 530-621-7427
www.eldoradocourt.org

FOR PERSONNEL USE ONLY

☐ Accepted☐ Rejected☐ Experience☐ Education☐ Late☐ Other

DATE: _____

Please TYPE or PRINT in dark ink. An application completed in insufficient detail, without signature, or in pencil will constitute failure of the initial step of the examination process and the application will be rejected.

IMPORTANT: YOU WILL BE NOTIFIED BY MAIL OF YOUR STATUS. THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF EL DORADO IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND THE DISABLED ARE ENCOURAGED TO APPLY. IF YOU NEED ACCOMMODATION IN THE EXAMINATION/INTERVIEW PROCESS, PLEASE CONTACT COURT ADMINISTRATION AT LEAST FIVE (5) WORKING DAYS BEFORE A SCHEDULED EXAMINATION/INTERVIEW.

1. **EXACT TITLE OF POSITION
FOR WHICH YOU ARE APPLYING:**

2. NAME-FIRST: MIDDLE: LAST:

3. MAILING ADDRESS: CITY STATE ZIP

4. HOME PHONE: () BUSINESS PHONE: () EMAIL ADDRESS:

Answer by checking the appropriate box:

YES NO

5. Can you, after an offer of employment, submit verification of the legal right to work in the U.S.? (U.S. regulations require all employees hired after 11/06/86 to provide proof of legal status to be employed in the U.S.)

6. Do you object to the Court making inquiry of your present employer?

7. Have you ever been discharged from a position or terminated during a probationary period for unsatisfactory service, or have you ever resigned upon request to avoid discharge? If yes, give name and address of employer, date of discharge or forced resignation, and the reason in Item No. 15.

8. Have you ever been employed by the Superior Court of California, County of El Dorado? If Yes, give details in Item No. 15

9. Do you have a valid driver's license to operate a motor vehicle? If YES, complete the following:

State: Type of License Lic. No. Expiration Date

10. Do you have any relations by blood or marriage employed by the Superior Court of California, County of El Dorado? (Court policy prohibits nepotism.) If YES, give name(s) and relation in Item No. 15.

11. Have you ever been convicted of an offense against the law including misdemeanor offenses such as DUI, reckless driving, etc. or forfeited collateral? You may omit: (1) Minor traffic violations and (2) any offense committed before your 18th birthday. If YES, give details in Item No. 15.

12. Please check the type of employment you are willing to accept: ☐ FULL-TIME ☐ PART-TIME ☐ TEMPORARY

13. Please check the location of the position you are applying for: ☐ SOUTH LAKE TAHOE ☐ PLACERVILLE ☐ CAMERON PARK

14. In addition to English, I can: ☐ speak ☐ read ☐ write fluently _____
Applicant may be tested to validate language skills. (enter language)

15. SPACE IS PROVIDED FOR AN EXPLANATION, IF NECESSARY, FOR ITEMS 7, 8, 10, 11 OR TO LIST ANY SPECIAL SKILLS.

INSUFFICIENTLY COMPLETED APPLICATIONS WILL BE REJECTED

TURN OVER APPLICATION AND FILL OUT *BEFORE* SIGNING BELOW

16. **CERTIFICATE OF APPLICANT:** Recheck the Application to be sure it is complete and read the following carefully before signing. Applicant must sign personally. I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material facts herein may cause forfeiture on my part to any employment or payment as an employee in the service of the Superior Court of California, County of El Dorado. I further agree to be fingerprinted, and upon employment, to furnish such proof of age as may be required. I hereby authorize representatives of the Superior Court of California, County of El Dorado to contact (except as noted in #6) organizations, employers, schools and individuals listed for the purpose of establishing or verifying my qualifications, work history and work habits in connection with this application for Superior Court employment. I understand and acknowledge that such information will be used confidentially and for purposes of employment decisions only. I authorize the individuals or organizations contacted to release the above information to the Superior Court of California, County of El Dorado.

Signature _____ **Date** _____

INSUFFICIENTLY COMPLETED APPLICATIONS WILL BE REJECTED

(i.e. "See attached resume" is unacceptable)

PLEASE READ THE MINIMUM QUALIFICATIONS SECTION OF THE JOB BULLETIN BEFORE FILLING OUT THIS SIDE**17. EDUCATION AND EXPERIENCE**A. Do you possess a High School Diploma or G.E.D.? ☐ Yes ☐ No

B. NAME AND LOCATION OF COLLEGE OR UNIVERSITY	COURSE OF STUDY	SEMESTER UNITS	QUARTER UNITS	DEGREE	DATE COMPLETED

C. BUSINESS, CORRESPONDENCE, TRADE, OR SERVICE SCHOOLS:

COURSE OF STUDY:

18. CERTIFICATES, LICENSES, OR PROFESSIONAL REGISTRATION WHICH APPLY TO THIS POSITION:

DATE ISSUED _____ TYPE OF LICENSE & REGISTRATION NO. _____

DATE ISSUED _____ TYPE OF LICENSE & REGISTRATION NO. _____

19. IF THIS POSITION REQUIRES COMPUTER, TYPING, AND/OR SHORTHAND SKILLS, PLEASE INDICATE: YES NO

Computer ☐ ☐
 Typing ☐ ☐ _____ WPM
 Steno ☐ ☐ _____ WPM

20. EXPERIENCE: Begin with your most recent experience. List ALL experience in the last ten years, including U.S. Military Service. Give details of the experience which you believe helps you meet the requirements of the position for which you are applying. Show actual time (number hours/days, number of hours/weeks) spent in such experience. If "volunteer," state in the space following salary. Resumes are encouraged, BUT WILL NOT BE ACCEPTED IN LIEU OF ANY PORTION OF THE STANDARD SUPERIOR COURT OF CALIFORNIA, COUNTY OF EL DORADO APPLICATION. All materials submitted become the property of the Superior Court of California, County of El Dorado. You may attach additional sheets if necessary.

PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____ YR. _____ MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____ YR. _____ MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____ YR. _____ MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
PERIOD OF EMPLOYMENT FROM: _____ TO: _____ TOTAL: _____ YR. _____ MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____

CONFIDENTIAL

Superior Court of California, County of El Dorado Affirmative Action Form

The Superior Court of California, County of El Dorado requests all persons to complete this portion of the application under the provisions of the Government Code Section 1233. This is not a part of the application and is removed before screening, it is used for AA/EEO purposes only. No individual personnel selections are made based on the information. Please answer the following questions to the best of your ability. Your cooperation is appreciated.

ETHNIC CATEGORY

1. ☐ WHITE (Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
2. ☐ BLACK (Not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.
3. ☐ HISPANIC. All persons of Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish culture or origin, regardless of race.
4. ☐ ASIAN or PACIFIC ISLANDER. All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
5. ☐ AMERICAN INDIAN or ALASKAN NATIVE. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

TITLE APPLIED FOR:

DATE:

I LEARNED ABOUT THIS JOB OPENING THROUGH (check appropriate boxes):

- | | |
|---|---|
| 1. <input type="checkbox"/> A FRIEND OR RELATIVE | 5. <input type="checkbox"/> JOB FAIR, AN ORGANIZATION, OR GROUP (Which?): _____ |
| 2. <input type="checkbox"/> A COURT EMPLOYEE | 6. <input type="checkbox"/> ADVERTISEMENT (Which paper or magazine?): _____ |
| 3. <input type="checkbox"/> COURT EMPLOYMENT ANNOUNCEMENT | 7. <input type="checkbox"/> WEBSITE (Please specify site): _____ |
| 4. <input type="checkbox"/> COURT ADMINISTRATION | 8. <input type="checkbox"/> OTHER MEANS (Please specify): _____ |

GENDER: ☐ Male ☐ FemaleAGE: Are you 40 years of age or older? ☐ YES ☐ NO