



invites applications for the position of:
Research Attorney

An Equal Opportunity Employer

SALARY

Biweekly
\$3,625.43 - \$4,960.18

OPENING DATE: 01/07/19

CLOSING DATE: 02/06/19 11:59 PM

DESCRIPTION:

Under supervision, to serve as a legal advisor and provide professional legal research assistance to Superior Court Judges, Executive and Managerial staff; to perform related duties as assigned.

Candidates are hired at the Research Attorney II or Research Attorney III level depending upon their experience in relation to the Minimum Qualifications (see below).

Salary Range

Research Attorney II \$3,625.43 - \$3,997.08 bi-weekly

Research Attorney III \$4,080.80 - \$4,960.18 bi-weekly

One position is for Criminal and the other position will be assigned to either Criminal or Civil.

EXAMPLES OF DUTIES

(Note: The following duties are performed by most incumbents, but other related duties may also be performed; not all duties listed are necessarily performed by each individual.)

1. 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 court and family law proceedings, in *habeas corpus* petitions, and in time credits and sentencing matters.

2. 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.

3. Prepares 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 Superior Court cases.

4. Drafts rulings in Superior Court cases, including minute orders, formal orders, tentative decisions, statements of decision, and judgments.

5. Drafts correspondence to counsel, unrepresented parties, and inmates regarding matters pending before the Courts.

6. 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.

7. Researches, analyzes, and formulates recommended policies, procedures, and forms related to specified court proceedings and recurring issues at the request of Judges, Judicial Committees, and Court Administration.

8. May serve as hearing officer for certification review hearings under the Lanterman-Petris-Short Act.

9. At the III level, consults with and advises staff on problems with cases in the assigned specialty area; serves as legal advisor to assigned Judicial Committees.

**MINIMUM
QUALIFICATIONS**

A typical way of obtaining the required knowledge and abilities is equivalent to:

Education: Graduation from an accredited school of law.

-And-

Experience:

Court Research Attorney II: Two (2) years of experience in professional civil and criminal legal practice, including performing legal research and developing legal opinions.

Court Research Attorney III: Four (4) years of experience in professional civil and criminal legal practice.

Knowledge of:

Principles, practices, methods, and materials of legal research and analysis; Government Code and other California statutes related to Superior Court processes and Rules of Court; principles of civil, criminal, constitutional, and administrative law; legal terms, procedures, forms, and documents used in court cases.

Ability to:

Use traditional and computerized legal research methods; research, analyze, and apply legal principles, facts, and precedents to specific legal problems; analyze and appraise a variety of legal documents; research legal issues and present clear and logical arguments and statements of fact and law; establish and maintain cooperative working relationships with those contacted during the course of work; communicate effectively orally and in writing.

**OTHER
INFORMATION**

Active membership in the State Bar of California.

Must be able to pass a criminal history information background check.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<https://www.saccourt.ca.gov/>

Job #8549
RESEARCH ATTORNEY

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