



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MERCED**

**JOB ANNOUNCEMENT
#16-5**

**Court Staff Attorney III
(Specialization in Criminal Law)
Open Recruitment**

Filing Deadline: June 3, 2016 4:30pm Actual Receipt	Salary \$3,517.60 - \$4,276.80 (bi-weekly) Range: \$7,621.47 - \$9,266.40 (monthly equivalent) <i>Salary shall be proportional with experience and/or education.</i>
---	--

DEFINITION:

Under general direction, this professional level position coordinates the work activities of the other staff attorneys and performs difficult and complex legal research activities on behalf of the court by examining, analyzing, and interpreting available information and submitting recommendations for resolving issues before the court. The incumbent will conduct ex parte hearings and related matters, status review conferences, and serve, as directed, as a temporary judge.

EMPLOYMENT AT-WILL:

The Court Staff Attorney III classification is established as an "at-will" position and, as such, the incumbent serves at the direction of the Court Executive Officer. The Court Executive Officer has the right to terminate the employment of any incumbent in the position of Court Staff Attorney III at any time, with or without advance notice or cause.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey/lead worker level of the Attorney series. Incumbents may be assigned to provide highly complex work involving general research or specialties such as family law, self-help centers, or probate. Incumbents may also serve as lead workers, assigning, coordinating and monitoring the work of Attorneys and other legal staff. This class is distinguished from the lower level Attorney class in that incumbents perform more complex legal research work, demanding a higher degree of resourcefulness and knowledge.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.

1. Coordinates work activities of other staff attorneys as directed; which may include training, evaluating, and providing work assignments to other staff attorneys
2. Assist staff with more difficult cases

3. Meets regularly with judges to obtain information regarding operational problems, developing practices and procedures that effectively serve the bench
4. Review and summarize evidence, procedural history, and legal contentions on complex matters before the court
5. Identify and analyze factual and legal issues relevant to the disposition of matters. Research legal authorities
6. Brief judges (verbally and/or in writing) on research and analysis pertaining to matters before the court. Identify and discuss unresolved issues necessary for the disposition of matters, and formulate dispositions
7. Respond to judges' inquiries on procedural and substantive issues during trials and hearings. Attend and assist at trials and hearings, conduct reviews of documents at the request of judges
8. Prepare pleadings, written legal reports, opinions, briefs, appeals, and other legal documents in connection with trials, hearings, and other legal proceedings
9. May serve as legal adviser to the court judicial officers, staff, or judicial committees on specific difficult and complex matters before the court
10. May assist with the drafting of legislative measures and other legal work required by the court
11. Confer with counsel and other parties, conduct informal hearings, and review case files, legal documents and exhibits
12. Conduct ex parte hearings; approve ex parte orders/applications
13. Conduct status review conferences in civil matters
14. Respond to citizen complaints
15. Serve as Court's Alternative Dispute Resolution (ADR) Representative by reviewing rules, policies, etc. and coordinating the implementation of the program and any changes
16. Serve, as needed, as a temporary judge, in compliance with the limits of California Rule of Court 880
17. Attend training as offered and/or directed; travel to off-site courts, as needed
18. Must work well under pressure, meeting multiple and sometimes conflicting deadlines
19. Must, at all times, demonstrate cooperative behavior with co-workers, and management
20. Follow Court Rules and Regulations, Safety Procedures and Court Code of Ethics
21. Maintain professional appearance and demeanor

22. Other duties as assigned

Supervisory Duties:

None

MINIMUM QUALIFICATIONS

Necessary Employment Standards

As applicable to assigned areas of responsibility

Knowledge, Skills, and Abilities:

- Principles of civil and criminal law, trial procedure, and rules of evidence
- Principles, methods, materials, and practices of legal research and writing
- Principles of statutory and constitutional laws of the State of California
- English Language Arts: correct spelling, grammar, and punctuation
- Present facts and law and argue clearly and logically on behalf of the court, both verbally and in writing
- Independently work
- Must work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Maintain confidential information in accordance with legal standards and/or Court regulations.
- Effective communication skills - verbal and written - in person, over the telephone and in writing with public, attorneys, co-workers, supervisors, managers, commissioners and judges.
- Excellent organizational skills.
- Computer proficiency.
- Uphold judicial ethics.
- Establish and maintain effective working relationships with the public, co-workers, supervisors, judges, commissioners, independent contractors and other management. Work effectively with and assist individuals of various ages and diverse cultural backgrounds.
- Valid California Driver's License and court acceptable driving record, if vehicle used for court business.
- Must successfully complete fingerprinting and Criminal Record Background Check.

EDUCATION AND EXPERIENCE REQUIRED

Education:

- Graduation from an accredited law school

Experience:

- Five (5) years of work experience as a practicing licensed attorney
- Emphasis placed on criminal experience

License, Certification and/or Special Requirements:

- Active membership in the State Bar of California
- A valid class C California driver's license may be required. The requirement will be reviewed on a position basis in accordance with ADA regulations.

ESSENTIAL PHYSICAL AND MENTAL DEMANDS

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Physical Ability:

- Strength, dexterity, coordination, and vision to use a keyboard, computer monitor, and other office equipment on a daily basis and for extended periods of time
- Fine finger manipulations, dexterity, and coordination to handle files and single pieces of paper
- Forceful and repetitive gripping, grasping, and pinching
- Occasional lifting and carrying of objects weighing up to 20 lbs.
- Frequent reaching for items on shelves, above, at, and below desk/shoulder level
- Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or negligible amount of force constantly to move, torque, twist, push, and pull objects
- Frequently sit for extended periods; frequently stand for extended periods; and frequently walk, move, bend, stoop, lift, and stretch
- Able to move to different locations such as, but not limited to: courtrooms, clerk's office, various departments, other court facilities, and desk assignments based on the operational needs of the Court
- Able to traverse inside and outside over uneven ground and pavement
- Perform repetitive writing, typing, copying
- Employees are regularly required to verbally communicate both in person and by telephone
- Corrected hearing and vision to normal range

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The Superior Court of California, Merced County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Superior Court of California, Merced County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

APPLICATION AND SELECTION PROCESS

Applications may be obtained from and submitted to:

Merced Superior Court
Human Resources
627 W. 21st St., Room 20
Merced, CA 95340
(209) 725-4103

Or visit our website at www.mercedcourt.org

All applications for employment must be made on an official application form and must be filed with Human Resources on or prior to the closing date and time for receipt of applications. Postmarked and faxed applications will not be accepted. A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. All information on the application must be completed – “see resume or see attached” is not acceptable. Applications must be legible, signed and complete (including copies of licenses, certificates, transcripts, Supplemental Questionnaire, etc. if required). All information is subject to investigation and verification.

The selection process is subject to change. Applications will be accepted on a continuous basis until a sufficient number are received at which time the recruitment will be closed or the filing deadline has occurred. In order to insure proper evaluation of employment qualifications, it is suggested that applicants read the directions carefully and fill out the application COMPLETELY. Those applicants meeting the minimum qualifications and possessing the most relevant experience as shown on the application may be invited for an interview. The screening of applications will be done by Human Resources who will determine the most qualified to be referred for interviews.

If you require accommodations in the application or interview process, contact Human Resources at the number listed above before the deadline posted on the job announcement.

Merced Superior Court is an Equal Opportunity Employer.

Posted 5/13/16



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MERCED**

**JOB ANNOUNCEMENT
#16-5**

GENERAL INFORMATION

Conditions of Employment

Successful completion of fingerprinting and a criminal record background check is required prior to appointment and is a condition of employment.

All employees of the court who operate a vehicle on court business must certify they possess a valid California Driver's License and required levels of automobile insurance. A Department of Motor Vehicles search will be done and employee must have an acceptable driving record in order to operate a vehicle on court business.

Convictions

Felony and misdemeanor convictions MAY BE disqualifying for employment with the court.

Drug Free Workplace Policy

The use of illicit drugs and alcohol is not permitted in the workplace. Employees who violate this policy are subject to disciplinary procedures which include termination.

Employment Eligibility

In accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986, are required to present to the Court, at the time of appointment, original documents which show satisfactory proof of: 1) identity and 2) U.S. Citizenship or a legal right to work permanently in the United States.

Introductory Period

Individuals accepting regular appointments must successfully complete an introductory period.

Union Representative

Merced County Trial Court Employees (MCTCE), Local 1, is the negotiating agent for some Merced Court job classifications. As of 2/6/06, MCTCE Local 1 is an Agency Shop. Management, Supervisory and Confidential positions are not represented.

Benefits Include (for Regular Status employees only, prorated for variable shift part time employees):

Vacation:

10 days paid vacation each year for the first 5 years of employment
15 days accrual during the second 5 years
20 days accrual after 10 years
25 days accrual after 20 years

Sick Leave:

Unlimited sick leave accumulation

Holidays:

14 paid holidays

(Accrual is based on work hours. 5 years = 10,400 regular scheduled work hours; 10 years = 20,800 regular scheduled work hours; 20 years = 41,600; 25 years = 52,000 regular scheduled work hours.)

Employee Assistance Program:

6 free visits per incident per year. Available to qualifying dependents.

Health Insurance:

Major group medical, dental and vision currently paid for by the Court for the employee and medical, dental and vision care for eligible dependents with 50% of the premium paid by the Court.

Life Insurance:

Represented employees - \$10,000 with premium paid by Court.

Management employees - \$5,000 with premium paid by Court PLUS additional life insurance provided by Court (\$30,000 to \$80,000 depending on position).

Retirement:

Court employees are covered by the Merced County Employees' Retirement Association (MCERA), a Defined Benefit Retirement System governed by the County Employees' Retirement Act of 1937.

Recruitment Reviews

Applicants who are not court employees and contend that the Court has misapplied, misinterpreted, or violated the recruitment policies may file a written notice with Human Resources for reconsideration of his or her qualifications within ten (10) days of the date the non-qualification notice was mailed, and a reply will be mailed to the applicant. Human Resources' decision shall be final.

If an employee contends that the Court has misapplied, misinterpreted, or violated the recruitment policies, notification must be filed with the Court Executive Officer, whose decision will be final. Any such request must be filed within ten (10) days of the date on which notification of non-qualification was received by the employee. If notice is provided by mail, the notice shall be deemed to have been received five days after the date of mailing. In accordance with the Memorandum of Understanding, recruitment and selection issues are excluded from the grievance procedure.

The above information is a general summary of benefits for this position. This information is not legally binding, nor does it serve as a contract.