



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF MERCED**

**JOB ANNOUNCEMENT  
#12-13**

**COURT STAFF ATTORNEY II  
(with experience in Criminal Law)**

**OPEN RECRUITMENT**

Salary Range: Court Staff Attorney II \$2,920.80 biweekly to \$3,552.00 biweekly  
(\$6,328.40 to \$7,696.00 monthly equivalent)

Salary shall be commensurate with experience and/or education.

Salaries are subject to furlough reductions.

Filing Deadline: **4:30 p.m. November 21, 2012 (actual receipt)**

Submit: 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. A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. Faxed applications will not be accepted. Proof of active membership in the State Bar of California must be submitted along with three (3) professional references that are available for immediate contact.

Job Summary: This is an At-Will position. Under general direction, this professional level position 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. Will conduct ex parte hearings and related matters; conduct status review conferences; and serve, as needed, as a temporary judge if qualified.

Education/Experience: Graduation from an accredited law school. Active membership in the State Bar of California. Five (5) years of work experience as a practicing licensed attorney.

Essential Functions: Ability to perform the following **essential functions** accurately and efficiently: Application of knowledge and principles of civil and criminal law, trial procedure, and rules of evidence. Principles, methods, materials, and practices of legal research and writing. Presentation of facts and law and argue clearly and logically on behalf of the court, both verbally and in writing. Application of knowledge and principles of statutory and constitutional laws of the State of California. Independent 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. Knowledge of correct English usage, vocabulary, spelling and

punctuation as well as use of legible handwriting. 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.

**General Duties:**

Duties and Responsibilities may include (but are not limited to):  
Review and summarize evidence, procedural history, and legal contentions on complex matters before the court. Identify and analyze factual and legal issues relevant to the disposition of matters. Research legal authorities. 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. 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. Prepare pleadings, written legal reports, opinions, briefs, appeals, and other legal documents in connection with trials, hearings, and other legal proceedings. May serve as legal adviser to the court judicial officers, staff, or judicial committees on specific difficult and complex matters before the court. May assist with the drafting of legislative measures and other legal work required by the court. Confer with counsel and other parties, conduct informal hearings, and review case files, legal documents and exhibits. Conduct ex parte hearings; approve ex parte orders/applications. Conduct status review conferences in civil matters. Respond to Citizen complaints. Serve as Court's Alternative Dispute Resolution (ADR) Representative by reviewing rules, policies, etc. and coordinating the implementation of the program and any changes. Serve, as needed, as a temporary judge, in compliance with the limits of California Rule of Court 880. Attend training as offered and/or directed. Travel to off-site courts, as needed. Must work well under pressure, meeting multiple and sometimes conflicting deadlines. Must, at all times, demonstrate cooperative behavior with co-workers, and management. Follow Court Rules and Regulations, Safety Procedures and Court Code of Ethics. Maintain professional appearance and demeanor. Other duties as assigned.

**Apply:**

Applications may be obtained from and submitted to:

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

or from our Web Site at [www.merced.courts.ca.gov](http://www.merced.courts.ca.gov)

**Posted 11/7/12**

**Merced Superior Court is an Equal Opportunity Employer**