



SUPERIOR COURT
COUNTY OF MADERA, STATE OF CALIFORNIA
ANNOUNCEMENT OF EXAMINATION

RESEARCH ATTORNEY
Monthly Salary: \$6429 - \$7814

The individual hired for this position will be subject to a Furlough Program which will result in the reduction of the advertised salary.

Final Filing Date: September 18, 2015 by 12 noon

THE POSITION

To assist the Superior Court Judges by researching legal issues before the Court; to prepare written summaries and recommendations of findings for the judge, to provide assistance, advice and counsel to the court executive management team on legal aspects of administrative and operational issues. This is an at-will position.

SUPERVISION EXERCISED

General direction is provided by the Superior Court Judges with administrative and technical directions given by the Court Executive Officer. Responsibilities include direct supervision of paralegal staff as assigned.

IMPORTANT AND ESSENTIAL DUTIES

- 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.
- Writes proposed decisions for Superior Court Judges on matters currently before the court.
- Advises Superior Court Judges on a variety of civil and criminal issues and proceedings; reviews and advises judges regarding petitions for Writs of Habeas Corpus and Writs of Mandate.
- Reviews and drafts local Rules of Court as determined by operational needs and legal and regulatory requirements.
- Reviews Superior Court Appeals and briefs the appellate judges with thorough appeal memoranda; reviews daily appellate reports for new developments in case law.
- Supervision of paralegal staff, as assigned. Attend 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.
- Conducts settlement conferences, as needed.
- Assists with clients in the Self-Help/Facilitator's office.
- Sits as Pro Tem Judge, as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Legal principles, precedents and their application.

Legal research methods.

Principles of civil, criminal, constitutional and administrative law and their application.

Court procedures, rules of evidence and procedures.

Laws applicable to operation of the court and related agencies, state and local laws and ordinances.

Superior Court, County of Madera, Research Attorney Job Announcement (cont)

Preparations of briefs and opinions.

Principals and practices of supervision, training and performance management including performance evaluation.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Analyze legal principles and precedents and apply them to legal and administrative problems.

Use legal reference works including case and statutory law from print and electronic media.

Present statements of fact, law and argument clearly and logically in written and oral form.

Work well under the pressure of ad hoc information requests, deadlines and multiple projects.

Draft opinions, pleadings, rulings and rules of court.

Work cooperatively with individuals and groups.

Analyze legal principles and precedents and apply them to complex legal and administrative problems.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Requires education equivalent to graduation from a recognized school of law.

LICENSE OR CERTIFICATE

Must be an active member in the State Bar of California and possession of, or ability to obtain, an appropriate, valid driver's license or must be able to provide self-arranged transportation.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment: Ability to work in a standard office environment.

PHYSICAL EXAMINATION REQUIREMENTS

As a condition of employment with the Superior Court, County of Madera, a candidate may be required to complete a review of medical history and employment examination given by the Madera County Health Department and/or health care professional designated by the Superior Court, County of Madera.

BACKGROUND CHECK REQUIREMENTS

The final candidate will be required to submit to Live Scan Fingerprinting as a condition of employment should an offer be made. In addition, the final candidate will be required to submit verification of identity, citizenship or legal right to work in the United States.

BENEFITS

Benefits of employment with the Superior Court, County of Madera includes 13 paid holidays and 1 floating holiday per year, 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (45 days max accrual); 10 days management leave per fiscal year; Membership in the California Public Employees' Retirement System (CalPERS) pursuant to the provisions of California's 2013 Pension Reform Act (Act) and CalPERS Regulations. For those individuals with current or prior CalPERS membership status or "classic member" will be eligible for an enhanced 2.7% @ 55 retirement formula; employee contributes 8%. Individuals with no current or prior CalPERS membership status and who are defined as "new members" or new employees under the Act, will be eligible for the 2% @ 62 retirement benefit formula; employee contributes 6.25%. Superior Court participates in the CalPERS Health Benefit Program, and for certain selected health plans, the Superior Court pays 100% of health insurance premium for employee and 50% for either two-party or family coverage.

EXAMINATION PROCESS

A qualifications review for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Superior Court Human Resources Division to be appropriate. The Human Resources Division may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Human Resources Division will make reasonable accommodations in the examination process for disabled applicants. Madera County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age in any of its programs or activities.

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APPLICATION PROCESS:

Please review the Application Guidelines for requirements. The application and the supplemental questionnaire are required to apply. A resume may be included with the application but will **not** be accepted in lieu of an official application. An application and supplemental questionnaire may be obtained by accessing the Madera Superior Court website at www.madera.courts.ca.gov or by visiting the Madera Superior Courts Human Resources Division. Office hours are: Monday - Friday, 8:00 am - 5:00 pm

MAILED APPLICATIONS:

If an application is mailed, the application and all required documentation must be received by the final closing date and time indicated. An application may be mailed to:

**Madera Superior Court
Human Resources Division
209 West Yosemite Avenue, Madera, Ca 93637**

NOTE: Postmarks, emails and faxes are not accepted.

ADA ACCOMMODATIONS:

If you are a person with a disability and in need of accommodations during your interview, please contact our office prior to your interview at 661-5197.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY SUPERIOR COURT, HUMAN RESOURCES DIVISION.

Updated: September 2015