



SUPERIOR COURT OF CALIFORNIA COUNTY OF YUBA

An Equal Opportunity Employer

SENIOR ATTORNEY

Base Salary: \$6,872 per month

(May be started at a higher wage, depending upon qualifications)

FINAL FILING DATE: July 29, 2011, 5:00 p.m. PDT

*** This job announcement supersedes any previous job announcement(s) for this class series. ***

THE COUNTY/COURT:

Yuba County is located in the Northern Sacramento Valley, approximately 40 miles north of the State Capital, Sacramento. Its boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. With an estimated population of over 72,000, Yuba County offers its residents the many advantages of a rural lifestyle, away from the pressures of the urban areas.

The County's rivers, lakes, and outdoor recreation areas provide excellent hunting, fishing, boating, and skiing opportunities. Only two hours away from San Francisco and Lake Tahoe, Yuba County is also the gateway to the historic Mother Lode Country. Yuba County has good schools and a modern Community College. The California State Universities at Chico and Sacramento and the University of California at Davis are only an hour away.

The Superior Court of California, County of Yuba is a unified court with 5 judges, 1 part-time commissioner, and 50+ employees.

CLASSIFICATION DEFINITION:

Under limited direction, performs highly complex professional legal work for the court; acts as legal advisor and provides technical research assistance to the court's judges, executive and managerial staff; reviews law and motion pleadings and prepares bench memoranda and tentative rulings for judicial officers; examines, analyzes and interprets available information and submits recommendations; and/or leads and coordinates the work of other attorneys, interns and other legal staff; legally qualified incumbents serve as judge pro tempore when requested by the presiding judge and directs the work of assigned court support staff; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the senior and lead level of the Attorney series and is distinguished from lower-level attorney classifications in that this class performs highly complex work involving general research or specialties such as criminal, civil, family law, self-help centers or probate; serves as judge pro tempore when requested by the presiding judge; and provides lead direction to assigned staff.

ESSENTIAL FUNCTIONS AND RELATED TASKS:

The following duties are typical of those performed by the incumbent in this classification; however, other duties may also be required.

- Leads and coordinates the work of subordinate attorneys, interns and other legal staff; trains, coaches and instructs in work procedures; devises new methods; reviews quality of completed work.
- Researches legal questions and prepares memoranda, documents and summaries or alternatives of the judge(s) and executive staff's consideration.
- Drafts decisions and orders for judges.
- Reviews appealed cases; researches pertinent issues and laws and prepares preliminary opinions for the court's consideration.
- Confers with judges, attorneys and the public with respect to procedural and substantive legal issues and requirements of individual cases.
- Writes proposed decisions on matters currently before the court.
- Processes petitions for Writs of Habeas Corpus and other miscellaneous proceedings.
- Advises judges on a variety of pending issues and proceedings.
- Obtains investigation reports and advises the judges as to proper disposition.
- Responds to judicial officers' 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.
- Qualified incumbents serve as judge pro tempore when requested by the presiding judge, including overseeing and directing the work of assigned court support staff.
- Confers with the law and motion, appellate and other calendaring departments, representatives and officials of the judicial branch and other governmental agencies.
- Oversees and administers tentative law and motion ruling procedures.
- Oversees and administers the court's published Probate Notes.
- Reviews and prepares correspondence, notices, contracts and MOU's.
- Represents the court on various administrative and legal matters..
- Directs the maintenance of accurate records and files.
- Prepares a variety of periodic and special reports related to the activities of the court on pending and settled legal matters.
- Monitors legal developments, including proposed legislation and court decisions, and discusses and recommends policy and procedural changes, including revision of court rules.
- Uses standard office equipment, including a computer.
- May assist in planning and executing Court ADR programs.

NON-ESSENTIAL FUNCTIONS:

- May provide guidance and support to court human resources personnel.
- May serve as *Skelly* hearing officer if requested by the court executive officer or designee.
- May serve as A.D.A. Coordinator for the court.

JUDGMENT AND RESPONSIBILITY:

Incumbents work under direction, performing duties with substantial independence, judgment, discretion, initiative and authority. Erroneous recommendations, decisions or failure to achieve objectives may result in substantial delays and considerable expenditure of public resources, and could impact the administration of justice.

MINIMUM QUALIFYING EDUCATION, TRAINING, AND WORK EXPERIENCE:

Knowledge of:

- Principles of civil, probate and criminal law.
- Trial procedure and rules of evidence.
- Statutory and constitutional laws of the State of California.
- Principles, methods, materials and practices of legal research and writing.
- Operational principles and concepts of assigned functional areas.
- Case management and analytical techniques.
- Relevant computer applications.
- Techniques for dealing with a variety of individuals, in person and over the telephone.

Ability to:

- Perform legal research, analyze and apply legal principles, facts, evidence and precedents, complex legal problems, present statements of fact and law clearly.
- Define issues, identify and resolve problems, and make appropriate recommendations.
- Prepare clear, concise and legally sufficient resolutions, contracts, leases, reports and other documents and written materials.
- Use initiative and independent judgment within general policy guidelines.
- Maintain accurate records and files.
- Deal successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Complete the pro tempore certification process prescribed in CRC, rule 2.812.

Education and Work Experience Requirements:

- Graduation from an accredited college or university with a Juris Doctor (J.D.) degree, and
- Five (5) years of professional experience as an attorney in the practice of civil, probate or criminal law in the State of California.

Special Requirements:

- A member in good standing with the California State Bar Association and in compliance with mandatory continuing legal education (MCLE) requirements; and
- Possession of a valid California driver’s license or the ability to provide alternate methods of transportation that meets the job requirements.
- Must be able to pass a detailed background investigation.

Working Conditions:

Travel, both within and outside of normal working hours, to attend meetings, conferences, and educational programs.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS ARE PERFORMED WITHIN THE WORK ENVIRONMENT AND INVOLVE THE FOLLOWING PHYSICAL ACTIVITY:

Must be able to work in close proximity to others and to function in an environment with a noise level that is typical of court surroundings. Intermittently, and on occasion continuously, throughout the day required to sit and look at computer screen; operate office machinery such as a calculator; keyboard data into computer, typewriter, scanner, copier, fax, and printer; speak on a telephone; bend, squat, kneel, and reach above and below shoulders to move or manipulate files; and, climb up and down stairs as necessary; lift, move, carry and otherwise manipulate files and papers weighing up to 25 pounds.

REASONABLE ACCOMMODATION: If you need reasonable accommodation to participate in recruitment activities or to perform the essential functions of this position, please contact the court’s Human Resources Department representative.

PAY BENEFITS AND WORKING CONDITIONS:

Salary:	\$6,872 per month base salary	NOTE: (May be started at a higher wage, depending upon qualifications)
Longevity Pay:	See court website for longevity table.	
Vacation:	New employees earn vacation at the rate of 12 days a year which increases to a maximum of 24 days per year after 20 years of service.	
Mgmt Leave:	80 hours of management leave annually	
Holidays:	15 per year, 2 of which are floating holidays.	
Health Plan:	Covers employee, dependent coverage available at employee cost.	Plans include medical, dental, vision, and expansive counseling services.
Deferred Comp:	Optional deferred compensation plan available.	
SDI:	Court employees are covered by SDI.	
Pension:	Full time regular court employees are members of the California Public Employees Retirement System (CalPERS) providing a competitive retirement plan.	
Worksite:	Yuba County Courthouse, 215 Fifth Street, Suite 200, Marysville, California 95901.	
Work Hours:	Monday through Friday, 8:00 a.m. to 5:00 p.m.	

RECRUITMENT PROCESS:

All applicants applying for the position must submit an application packet consisting of:

1. Completed, dated and signed official court (not county) application form;
2. Completed, dated and signed supplemental application (attached to this job announcement);
3. Current résumé; and
4. Writing sample.

After the application packets are screened, the court may elect to invite only the applicants who are determined to be best qualified in the application packet-screening phase to the examination phase. The examination phase consists of a panel of subject-matter-experts (1) reviewing and assessing the work product and the degree to which each applicant demonstrates the required knowledge, skills and abilities, and (2) conducting an oral interview. The application packet is part of the examination process. Misstatements or omissions may result in loss of employment.

Eligible job applicants will be notified by telephone or letter of the date and location prior to scheduling the oral examination. It is the applicant's responsibility to notify Human Resources of a change of address or telephone number.

After an offer of employment, an incumbent will be required to pass a criminal history background check and may be drug screened. Information discovered through such a background check or drug screen may become grounds for conditional job offer to be rescinded or dismissal from employment.

An unranked eligible list may be promulgated and may be referred to in filling future vacancies, up to one year after completion of this recruitment process. The court reserves the right to re-recruit rather than select individuals from the unranked eligible list.

Application forms are available on the court website (www.yubacourts.org) and at the court. Completed application packets should be submitted to:

HUMAN RESOURCES DIVISION
SUPERIOR COURT OF CALIFORNIA, COUNTY OF YUBA
215 Fifth Street, Suite 200, Marysville, CA 95901
(530) 749-7600, Option 8

**The following will be rejected: faxed or emailed application packets;
Application packets received after the final filing deadline.**

FINAL FILING DATE: FRIDAY, JULY 29, 2011, 5:00 p.m. PDT

(Packets will be accepted if **post marked** by the deadline date/time.)

The Court hires without regard to age, religious preference, race, creed, national origin, gender and marital status. Existing medical and/or physical disabilities will be evaluated based upon the ability to perform the minimum requirements of the position.

NOTE: The provisions of this announcement do not constitute an expressed or implied contract.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF YUBA**

**SUPPLEMENTAL APPLICATION
For**

Senior Attorney

INFORMATION AND INSTRUCTIONS

To acquire knowledge of your education, experience, and training, the first phase of the selection process for this position will be a review of your application, current résumé, writing sample and supplemental application. The information you provide in these documents will be used to evaluate your overall qualifications for this position. Based on the results of this evaluation process, candidates may be invited to participate in other examination phases.

Using this supplemental application, you are required to describe your training and experience that qualify you for this position. You are to provide explicit, but concise, statements in response to each question. It is your responsibility to ensure that information you deem important to your candidacy is included in your responses. ***Your response to each question is limited to one page per question.***

In responding to each question, describe ***your own experience***. Do not list the functions of the unit in which your position was located. Do not list the responsibilities of the person to whom you reported. If you have assisted your supervisor or a lead staff person in carrying out functions or responsibilities, clarify how you assisted and define the degree of authority you exercised.

Both the official court application and this supplemental application must be typed or legibly printed. Résumés or referrals to a résumé in lieu of a response on this application are not acceptable. Applicants submitting illegible or incomplete application packets will be disqualified from consideration.

QUESTIONS

1. **Please provide a brief description of your related educational and work experience that is relevant to this position.** (On the court application, you must provide the name, city and state of any colleges, universities or law schools you have attended. Please provide any additional information regarding such education in response to this question. For work experience, be specific in describing your duties and the length of time you carried out these functions.) *Limit applicable comments in response to this question to one page.*
2. **Please describe your knowledge and work experience relative to interpreting statutes, case law, and writing legal opinions and provide the names of the organizations for which you worked where you acquired this knowledge or performed these functions.** (Be specific in describing your duties and the length of time you carried out these functions.) *Limit applicable comments in response to this question to one page.*
3. **Please list all computer hardware and software with which you are familiar.** Using a rating scale of "beginning," "intermediate," or "advanced," describe your level of skill in operating computers and related software (i.e., Microsoft Word, Excel, and Outlook, etc.) Describe your experience in operating automated court case management systems and online legal research programs. *Limit applicable comments in response to this question to one page.*

CERTIFICATION

I certify that all statements made by me in this supplemental application were made by me and are true and complete. I understand that any misstatement of material fact(s) will subject me to disqualification.

Date: _____

Print Name

Applicant's Signature