

Superior Court of California, County of Yuba

Senior Attorney

| Classification Code | | FLSA Status | EEO Status | Represented/Unrepresented | Date Created/Revised | |
|---------------------|-----------------|-------------|--|---------------------------|---------------------------|-----------------------|
| Court Code: | UMC Code: 2010b | Exempt | Confidential (Court Process – 2000 Series) | Unrepresented | Created: January 31, 2008 | Revised: July 8, 2011 |

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:

- Travels, 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.

The Superior Court of California, County of Yuba is an equal opportunity employer.