

COURT STAFF ATTORNEY I

DEFINITION

Under general supervision, to perform professional legal work, legal research, and legal consultation for Court judicial officers and staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the professional Court Staff Attorney class series. Incumbents perform professional legal work and research with some direct guidance and supervision. This class differs from Court Staff Attorney II in that Court Staff Attorney II is the fully experienced, journey level with incumbents expected to perform the more complex legal work and special projects with minimal guidance and supervision. This class is part of a normal career ladder progression to Court Staff Attorney II. Incumbents with two years of professional experience and demonstrated capacity to perform a wide scope of assignments may progress to Court Staff Attorney II upon completion of a standard competitive selection process. It is possible that positions which perform a well-defined scope of limited professional legal work may be permanently allocated to this level and an incumbent may have to be moved to another assignment for promotion.

REPORTS TO

A Judicial Officer, Senior Court Staff Attorney, or other Court management staff, as warranted by job assignment.

CLASSIFICATIONS SUPERVISED

This not a supervisory class, although some guidance may be provided for legal support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Performs professional legal assignments and research; reviews and summarizes legal evidence, procedural history, and legal contentions in matters related to a variety of legal cases and Court calendars; researches legal authorities, including statutory and case law, appellate court decisions, and legislative history, using both traditional and computerized legal research methods; prepares memoranda for matters researched, summarizing background, identifying and analyzing factual and legal issues, and recommending disposition of legal issues for use by judicial officers; may meet with judicial officers and provide oral briefings on the results of research, as requested; drafts rulings for Court cases, including minute orders, formal orders, tentative decisions, statements of decision, and judgments for review and use by judicial officers; drafts

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Superior Court of California
County of San Francisco

Class Code: 0311
Date Established: 6/17/99
Date Last Revised:

correspondence to counsel and other concerned parties regarding matters pending before the Court; responds to judicial officer inquiries on procedural and substantive issues during trials and pre-trial hearings, including motions, evidentiary objections, jury instructions, status of case authorities cited by counsel, and points of substantive law; researches, analyzes, and formulates recommended policies, procedures, and forms related to court proceedings and recurring issues at the request of judicial officers, judicial committees, and court management; may provide legal and court orientation consultation and advice for persons filing "small claims" or Family Court clients.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; continuous contact with other staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of Criminal, Constitutional, Civil, and Administrative Law.
- California codes and statutes applicable to criminal and civil law.
- Judicial procedures and the rules of evidence.
- Legal research methods.
- Interviewing techniques.
- Computers and software used in professional legal work.

Ability to:

- Perform professional legal and legal research work.
- Analyze facts and apply legal precedents and principles to assigned legal review and research work.
- Provide sound legal advice regarding the Court system to small claims filers and others with matters before the Court, as assigned.
- Communicate effectively both orally and in writing.
- Prepare and present reports.
- Operate a computer and use appropriate software in the performance of professional legal work.

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**Superior Court of California
County of San Francisco**

**Class Code: 0311
Date Established: 6/17/99
Date Last Revised:**

- Effectively represent the Superior Court of California, County of San Francisco with the public, petitioners, law enforcement agencies, and other government jurisdictions.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Completion of formal legal education sufficient to successfully pass the certification examination given by the State Bar of California.

Special Requirements:

Current membership in the State Bar of California must be achieved within six (6) months of employment in this class. If this is not accomplished, an incumbent will be terminated from employment in this job classification.

An incumbent may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.