



RESEARCH ATTORNEY

Salary: \$85,403 – \$119,564

Full-time (40 hours per week – salary exempt)
Full Benefit Package

Announced: June 14, 2022

Deadline: Until filled

Oral Interview/Exam Date will be announced at a later date

POSITION SUMMARY

Under general direction, this professional level position performs legal research activities on behalf of the Court by examining, analyzing, and interpreting available information and submitting recommendations for resolving issues before the Court.

- Gather information regarding legal motions, pleadings and writs presented to the Court by conferring with others. Reviews and summarizes evidence, procedural history and legal contentions on matters before the court.
- Identify, research and analyze factual and legal issues and conflicting legal opinions relevant to the disposition of matters; research legal authorities; researches citations submitted by attorneys; conducts self-directed independent research as may be needed to further clarify issues and reach sound judicial decisions.
- Brief judges on research and analyses pertaining to matters before the court, identify and discuss unresolved issues necessary for the disposition of matters and formulate dispositions.
- Prepare comprehensive memoranda detailing relevant legal issues, address argument strengths/weaknesses and recommend judicial action; prepare ad hoc reports summarizing studies of court decisions, administrative action, state statutes/County ordinances and other matters not directly related to caseload.
- Respond to judges' inquiries on procedural and substantive issues during 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.
- Write memoranda summarizing parties' positions; analyze positions and make recommendations.
- Assist bench officers in preparing matters taken under submission and preparation for law and motion calendars in civil cases; conduct reviews as necessary in family law, criminal, juvenile dependency, and probate cases including writs, receivers, and appeals; review petitions for writs of habeas corpus; and perform related duties as assigned.
- Assist court management as needed with researching legal issues relative to court policies and procedures.
- Serve as the Court's Skelly Hearing Officer.

Knowledge, Skills and Abilities

- Principles and practices regarding the practice of law in the State of California including civil and criminal law;
- Court procedures and rules of evidence;
- Statutory and constitutional laws of the State of California;
- Principles, methods, materials and practices of legal research and writing;
- Rules of Court, California laws, codes, and statutes applicable to the Court; legal terms, court procedures, court forms and documents;
- Legal research programs, including but not limited to Lexis Nexis and WestLaw;
- Preparation of briefs and opinions;
- Record-keeping techniques;
- Correct English grammar, spelling, punctuation and vocabulary; and
- Ability to work with Judges and staff in a respectful manner;
- Analyze legal principles and precedents and apply them to legal and administrative problems;
- Perform online legal research and prepare concise summaries and legal memoranda within established time standards;
- Analyze pleadings and memoranda of points and authorities and make recommendations to the Court on issues as assigned;
- Present statements of fact and points of law clearly, concisely, and logically both orally and in writing;
- Research statutes and case law;
- Maintain current knowledge of new laws, regulations, requirements and restrictions;
- Establish and maintain effective working relationships with bench officers, Court staff, county and state officers; and
- Communicate effectively both orally and in writing.

Other Requirements

- Must be a current member of the California State Bar
- Possession of a valid California driver's license may be required
- Passing a detailed background and/or criminal history check

Education and Experience:

Education: Graduation from an accredited School of Law.

Experience: Minimum of three years' experience in the practice of law. Experience in civil and/or public law is highly desirable.

Employment Eligibility

If you are selected for hire, the Superior Court of California, County of Humboldt will require verification of employment eligibility or authorization to legally work in the United States. The Superior Court of California, County of Humboldt encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Superior Court of California, County of Humboldt. Reasonable accommodation may be made in the interview and testing procedure as well as the work site.

Policy of Nondiscrimination

Superior Court of California, County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. The Court offices are wheelchair-accessible by entering the Courthouse from 4th or 5th Street, and taking the elevator to the 3rd floor to the Court's Human Resources office, Room 301. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative Office at (707) 269-1202 well in advance of the exam/interview for assistance.

HOW TO APPLY

Please submit an application and resume, as well as the supplemental questions included. A resume does not replace an application. The recruitment will remain open until the position is filled. ***Please include all relevant experience and educational background, and provide all the information requested on the application, including signatures and dates. Incomplete applications will not be considered.***

EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

How to Apply: The job announcement and application packet may be requested via email, at: Jobs@humboldtcourt.ca.gov, or the Court's website at: <https://www.humboldt.courts.ca.gov/general-information/employment>

Application Process: Prospective employees must submit a completed application* and any other required documents by 5:00 p.m. on the final filing date, if applicable. Applications and resumes will be accepted by mail, e-mail, delivered in person to the Human Resources office, or by fax to: 707-445-5769.

****Resumes will not be accepted in lieu of an application – please see link to application below:*** <https://www.humboldt.courts.ca.gov/sites/default/files/humboldt/default/documents/CourtJobAPPLICATION.pdf>

EMPLOYEE BENEFITS

For a comprehensive list of the Court's benefit plans, please **visit our website at:** www.humboldt.courts.ca.gov and refer to the ***Employment tab.***

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ARE SUBJECT TO CHANGE

THE COURT RESERVES THE RIGHT TO CLOSE THIS JOB ANNOUNCEMENT, OR TO WITHDRAW THE ANNOUNCEMENT, ANY OF WHICH MAY OCCUR WITHOUT PRIOR WRITTEN OR OTHER NOTICE

Equal Opportunity Employer

The Court does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in any of its programs or activities. The Court will provide reasonable accommodations to qualified individuals with disabilities in compliance with state and federal law. The Superior Court of California, County of Humboldt is an Equal Opportunity Employer.



SUPERIOR COURT OF CALIFORNIA COUNTY OF HUMBOLDT

RESEARCH ATTORNEY – SUPPLEMENTAL QUESTIONS

Please answer the following questions on a separate sheet(s) of paper. Limit your response to one page for each question (other than #6). Include the position title “Research Attorney” on each page, your name and the date. Initial evaluation of your qualifications for this position will be determined by your responses to these questions and the information you provide on the application form. Your resume does not replace an application. Your application will not be considered without the supplemental information.

1. **Criminal Law Experience:** Describe your criminal law and motion experience, including the number and types of motions you have personally drafted.
2. **Civil Law Experience:** Describe your civil law and motion experience, including the number and types of motions you have personally drafted.
3. **Legal Research and Legal Writing Experience:** Describe your experience in drafting legal opinions, statements of decision, and/or other memoranda of law. Describe your familiarity with legal research tools, including electronic legal research.
4. **Probate, Family Law and Juvenile Experience:** Describe any experience you have in probate, family law, or juvenile matters.
5. **Other Related Court Employment or Experience:** Please list and describe.
6. **Writing Sample:** Attach three different copies of a motion or memo about an issue of law that you personally researched and drafted, not to exceed 30 pages in total.



