



Supervising Legal Research Attorney

Class Code:
4898

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Aug 2, 2009
Revision Date: Feb 13, 2009

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under general direction, to supervise, to plan, to organize, and to coordinate the work of staff research attorneys; to serve as legal advisor and to provide technical research assistance to Judges, executive and managerial staff; and to perform other related duties as assigned.

DISTINGUISHING FEATURES

Supervising Legal Research Attorney is the advanced journey/lead-worker level of the series. Positions are assigned to supervise and lead a team of attorneys and/or serves as a County-wide technical expert on a particular area of law. In addition, employees perform professional level, criminal and/or civil legal research work in support of law & motion and trial calendars. This class is distinguished from Bureau Chief, Legal Services by the latter's responsibility for full managing authority for legal research services throughout the Court, Probate Examiners and Court Investigators.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Participates in the selection process of staff; provides training, support and supervision of all research attorneys at assigned location; evaluates employees work performance and work behavior; provides feedback; recommends disciplinary action; approves leave time and reviews time sheets.

2. Receives, reviews and assigns cases to research attorneys; ensures work is completed within required timelines; consults with and advises staff on problems with cases; provides direction.

3. In cooperation with legal research attorneys and bureau chief, develops best practices, policies and procedures in response to changes in the law, Judge's requests, statewide standards, and to improve efficiency and functioning of the office; serves as liaison to judges; provides updates, revises forms and materials used by research attorneys, the court, and for public information purposes.
4. Develops and implements program to expand services offered by research attorneys; provide supervision and support for volunteer staff such as legal externs.
5. Serves as legal advisor to assigned judicial committees; researches, analyzes, and formulates recommended policies, procedures, and forms related to specified court proceedings and recurring issues at the request of judges, judicial committees, and court administration.
6. Gathers information regarding legal issues presented to the Court (e.g., motions, pleadings and writs) by conferring with counsel and other parties, conducting informal hearings, and reviewing case files, legal documents and exhibits.
7. Identifies, researches and analyzes legal issues and conflicting legal opinion; researches citations submitted by attorneys; conducts self-directed independent research as may be needed to further clarify issues and reach sound judicial decisions.
8. Prepares comprehensive memoranda detailing relevant legal issues, addressing argument strengths/weaknesses and recommending judicial action.
9. Recommends judicial action, verbally and in written form; on behalf of the judicial officer, prepares court rulings, statements of decision, orders and judgments, and formal appellate bench memoranda.
10. Mediates discovery disputes; conducts ex parte hearings; approves ex parte orders/ applications; may conduct hearings minor matters in accordance with local policy and need.
11. Confers with Judges, attorneys, court services staff and others on procedural matters; advises the Court on legal aspects of administrative and operational issues; prepares reports summarizing legislative/judicial action or trends and other matters not directly related to caseload.
12. Updates law library materials and performs other collateral services in support of the assigned caseload and Judges; participates in the development of team resources and services.
13. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Active member in State Bar of California and five years of professional level legal research

experience in support of the judiciary or five years of experience which included litigation or litigation support and a demonstrated intellectual interest in the law, and management or supervisory experience in a court or legal environment

KNOWLEDGE AND ABILITIES:

Knowledge of basic supervisory/coaching principles and practices; principles, practices, methods, and techniques of legal research and analysis; Government Code and other California statutes related to Court processes and Rules of Court; rules of evidence and conduct of proceedings in trial, appellate and United States courts; principles of civil, criminal, constitutional, and administrative law; legal procedures, forms, and documents used in court cases; legal principles and applications to matters within area of assignment; scope of statutory law; provisions of the California Constitution; legal research methods; judicial ethics; word processing and other office automation software.

Ability to plan, assign, and review the work of other staff; coach others in team and individual personal development and use traditional and computerized legal research methods; analyze and apply complex legal principles and precedents to specific legal problems; develop legal issues and to present clear and logical arguments and statements of fact and law; establish and maintain cooperative working relationships with those contacted during the course of work; communicate effectively orally and in writing; listen to and interact with counsel and others involved in case or administrative matters; work in an environment with conflicting priorities; recognize and respect limit of authority and responsibility; uphold judicial ethics; work independently and as part of a team.

CLASSIFICATION HISTORY:

Date established: 8/02