



POSITION TITLE:	PROBATE ATTORNEY
SALARY:	\$12,059.64 - \$14,983.45 Monthly \$144,715.68 - \$179,801.40 Annually
WORK LOCATION:	Downtown Los Angeles
OPENING DATE:	6/17/2022
CLOSING DATE:	Continuous
EXAM NUMBER:	R9744F
TYPE OF RECRUITMENT:	Open Competitive

Priority consideration will be given to those who apply by July 7, 2022.

ABOUT THE COURT

Los Angeles Superior Court is the largest unified trial court in the United States. Its 580 judges and commissioners work in one of the 40 facilities within the Court's 12 judicial districts and are supported by more than 4,500 full-time Court employees. The Court has an annual budget of more than \$855 million. Located in Southern California, Los Angeles County is geographically one of the nation's largest counties, covering 4,084 square miles and, with over 10,400,000 residents, is also one of its most populous counties.

ABOUT THE POSITION

Los Angeles Superior Court seeks dynamic, well-qualified, and highly motivated individuals to work as Probate Attorneys to fill additional positions in its growing Probate Unit. Probate Attorneys analyze submissions to the Probate court, advise the Court on matters of Probate law and respond to procedural questions from the Court, attorneys and litigants. Incumbents analyze and interpret Probate and related law and apply Court and divisional policies. For a detailed job description, please click [here](#). Please note the requirements in the job description may vary from the requirements in the bulletin. Applicants must meet requirements stated in this bulletin.

TELEWORK OPPORTUNITIES

This position is eligible for telework following an initial training period.

MINIMUM REQUIREMENTS:

To qualify, you must meet the following minimum requirements at the time of filing:

Graduation from an accredited law school; an active member in good standing of the State Bar of California; five (5) years' experience practicing law in the State of California, three (3) years of which include practicing Probate law involving matters such as decedents' estates, trusts,

guardianships, and/or conservatorships.

Note: Credit for experience is given based on a 40-hour workweek. Part-time experience is credited on a part-time ratio, i.e., working 20 hours per week for two months equals one month of experience. No additional credit is given for overtime.

Licenses; Certificates; Special Requirements

A valid California Class C driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Superior Court of California, County of Los Angeles Probate Attorneys are prohibited by Court policy from practicing law during their employment. This includes prohibition from receiving legal fees or appearing in any court on behalf of another person.

REQUIRED DOCUMENTS:

1. Resume
2. A sample of your writing, up to ten pages;

Please attach both documents to your online application following the guidelines below. Failure to submit the required documents at the time of filing will result in your application being disqualified.

- Attachments must be in Microsoft Word or PDF format and should not exceed 10 MB per application.
- Documents must be attached prior to submitting the application. Once the application is submitted, you will not be able to edit or add documents.

DESIRABLE QUALIFICATIONS:

- Knowledge of law affecting Probate court proceedings, including Probate, Family, Mental Health, Welfare, Civil, Elder, and Tax law, and the ability to use on-line resources to perform legal research.
- Demonstrated ability to work under pressure with tight deadlines and to set priorities and allocate resources to meet the needs of the Court in a timely and effective manner.
- Ability to exercise sound, expert, independent judgment within general policy guidelines.
- Effective communication skills, including the ability to discuss complex legal issues with judicial officers, attorneys, the public, and administrative personnel.
- Ability to function as a team member on projects with colleagues, judicial officers, and other professionals, including the ability to establish and maintain effective working relationships with judicial officers, court and County employees, members of the public, and others encountered in the course of work.
- Correct English usage, including spelling, grammar, and punctuation.
- Ability to operate a computer using standard business software and operate standard office equipment.
- Ability to maintain confidentiality of court records and information.

EXAMINATION INFORMATION:

Qualifying evaluation of education, training and experience based upon submitted application materials and supplemental questionnaire. The applicants with the highest qualifications as determined by this evaluation process will be invited to participate in the next phase of the recruitment process.

APPLICATION and FILING INFORMATION:

Applications must be filed online. To learn how to apply online, please access the [Online Employment Application Guide](#). Los Angeles Superior Court reserves the right to verify all submitted documentation prior to appointment. The Court will only consider completed

applications submitted, along with the required documents, and will reject incomplete applications. A resume will not substitute for a fully completed employment application. To facilitate the full and proper consideration of your work experience, clearly specify what professional experience meets the required job qualifications. When listing your work experience, please specify the beginning and end dates of each job you held and describe your experience for each position.

Please provide a current and accurate e-mail address for the Court to communicate with you about this job opportunity. Human Resources staff will notify all applicants of their application status via e-mail. We recommend that you add info@governmentjobs.com to your safe senders list to avoid the notification being filtered as spam mail.

Los Angeles Superior Court is an equal opportunity employer. Applicants with disabilities who require reasonable accommodations to participate in the recruitment process can contact the email address provided below. For additional employment information, please click [here](#).

Questions regarding this posting may be e-mailed to WTuckerIV@lacourt.org

WHAT TO EXPECT NEXT: We will notify you of the outcome after each step of the recruitment process has been completed. Applicants who successfully pass each (and all) examination part(s) will be placed on an eligible list which will remain valid for up to one year. Other vacancies may be filled using this list.

Exam No.: R9744F
Probate Attorney

EXAMPLES OF ESSENTIAL DUTIES, RESPONSIBILITIES, AND SKILLS:

QUALIFICATIONS:

EXAMINATION INFORMATION:

Probate Attorney Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The information you provide on this online supplemental questionnaire will be evaluated to determine your eligibility to participate in next phase of the examination process. **All questions must be answered.** You are encouraged to respond as specifically and as completely as possible. Attaching or referencing a resume will not be considered responsive. Incomplete responses, false statements, omission of a material fact and partial information can result in disqualification. If any of the below questions are not applicable to you, please indicate "N/A" in the designated space below.
 - Please check the box to indicate you have read and understood the instructions.
- * 2. Please provide the name and location of the law school that conferred your juris doctor and the date the degree was conferred.
- * 3. Are you currently a member in good standing of the State Bar of California?
 - Yes No
- * 4. Please provide date of admission to the State Bar of California and State Bar number:

- * 5. List the dates that you have been practicing law. Include the State(s), specific time frame(s), location(s), and hours worked per week.
- * 6. Describe your experience in the areas of decedent's estates, conservatorships, guardianships and trust proceedings. Summarize, with as much detail as possible, your experience with each case type, including: a) The approximate number of cases in each category you handled over the last five years, types of petitions, sizes of estates, and significant challenges encountered. b) The percentage of your work (or hours per week) consisting of cases heard in Probate Court. c) The other areas of law does your work encompasses. Approximately what percentage of your time is devoted to each case type?
- * 7. Describe in detail three of the most significant Probate matters you handled during the past five years (include decedents' estate, trust, guardianship, or conservatorship cases). For each matter include an explanation of the nature of the proceeding, your role in the proceeding, a description of the parties, issues involved in resolving the matter, and the resolution.
- * 8. List the continuing education classes for Probate (decedents' estates, trusts, conservatorships, or guardianships) or Tax you have taken within the last five years. For each course, list the title of the presentation, date attended, MCLE provider, and hours of MCLE credit.
- * 9. List all bar associations and professional societies of which you are a member and provide the titles and dates of any offices you have held in such groups. In addition, list any committees you have chaired in bar associations and professional societies, and describe memberships on any committees you believe to be significant.
- * 10. Have you served as court appointed counsel for a proposed conservator, conservatee, proposed ward or ward? If yes, describe your experience(s).
- * 11. List legal books or articles you have authored by publishing date, title, and publisher/publication.
- * 12. If you served in the armed forces of the United States and received less than an honorable discharge, explain.
- * 13. Have you ever been sued by a client? If yes, give complete details.
- * 14. Have you ever been cited for contempt of any court or body having the power of contempt? If yes, give complete details.
- * 15. Have any sanctions of \$1,000 or more been imposed against you in any single case in the last 5 years, excluding discovery sanctions? If yes, explain fully.
- * 16. As a member of any public office or as an attorney, have you ever been suspended, disbarred, or otherwise disqualified or had your license suspended or revoked; or have you ever been reprimanded, censured, or otherwise disciplined; or are any charges, formal or informal, presently pending against you? If "Yes," state the facts, disposition, if any, and authority in possession of the records thereof.
- * 17. Are you willing to take an oath of allegiance to support and defend the Constitution of the United States and the Constitution of the State of California?
 Yes No
- * 18. Describe your computer use, proficiency level, and knowledge as to EACH of the following (please be specific): a) Word processing programs b) Spreadsheets c) Email and electronic calendar programs d) PDF/TIFF files and readers e) Using/navigating Windows f) Review of pleadings and other documents directly from computer images on a screen rather than from paper documents g) Ability to learn and use new computer programs
- * 19. Describe any administrative experience (i.e., preparation and/or review of accounts or, trust/estates administration) or other probate experience not already mentioned that qualifies you for this position.
- * 20. Briefly state your reasons for desiring an appointment as a Los Angeles County Superior Court Probate Attorney and your specific personal qualifications for the position.
- * 21. **Situational Question:** After her husband died in 2005, Susy Smith executed a trust in 2007. In that trust, Susy left her entire trust estate to

her daughter, Kim, who was her only child. The trust instrument contained a typical, boilerplate no contest clause. In 2009, Susy's health started to fail and her long-time friend, Mary, began to help Susy by bringing meals and checking-in on Susy. Eventually Mary began to fill prescriptions for Susy and bring them to Susy's house. Around this time, Mary began to spend almost all of her waking hours either at Susy's home or taking Susy to medical appointments. In 2011, Susy executed a First Trust Amendment leaving her entire trust estate to Mary and naming Mary as successor trustee. The First Trust Amendment did not contain a no contest clause but did contain a clause stating that "The terms of this Amendment, along with any terms of the trust not amended, shall become the First Amendment and Restatement of my Trust." Susy died in 2012. Kim then filed a petition in Probate court to invalidate the First Trust Amendment on various grounds. Mary filed an objection to Kim's petition, as well as her own petition to disinherit Kim on the basis that the no contest clause in the First Trust Amendment had been violated by Kim when Kim filed her petition to invalidate the First Trust Amendment.

Based upon the facts stated above, what are the potential grounds by which Kim could seek to invalidate the First Trust Amendment? Also, when reaching Mary's petition to disinherit Kim based upon the no contest clause, how should the court rule? Why?

* Required Question