



<b>POSITION TITLE:</b>	Supervising Research Attorney
<b>SALARY:</b>	\$11,228.45 - \$15,548.64 Monthly \$134,741.40 - \$186,583.68 Annually
<b>OPENING DATE:</b>	06/17/2022
<b>CLOSING DATE:</b>	07/08/2022
<b>EXAM NUMBER:</b>	R9755F
<b>TYPE OF RECRUITMENT:</b>	Open Competitive Opportunity

Superior Court of California, County of Los Angeles seeks skilled and talented attorneys to serve as a Supervising Research Attorney. Individuals interested in overseeing a designated group of Research Attorneys and Law Clerks who provide research support to the Court's judges, and in helping set the strategic direction of the Research Attorney and Law Clerk Unit, are encouraged to apply.

Los Angeles Superior Court is the largest unified trial court in the United States. Its 580 judges and commissioners work in one of the 38 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.

**Supervising Research Attorneys** provide administrative and technical supervision to a designated group of Research Attorneys and Law Clerks to ensure that the judges to whom the attorneys are assigned receive timely and competent legal research support for their law and motion calendars. 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.

#### **MINIMUM REQUIREMENTS:**

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

Graduation from a law school accredited by the American Bar Association (ABA) **–AND–** an active member in good standing of the State Bar of California **–AND–** at least three years of practice as a licensed member of the State Bar of California, one year of which must have been at the level of a Los Angeles Superior Court Research Attorney.

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.

**DESIRABLE QUALIFICATIONS:**

- Extensive knowledge of California Civil, Criminal, Family, Juvenile, and Probate law, California law and motion practice, pleading requirements, the California Rules of Court, and Los Angeles Superior Court Local Rules
- Keen legal judgment
- Effective oral and written communication skills
- Excellent interpersonal skills, strong work ethic, and demonstrated professionalism
- Ability to foster a positive work environment and to coach performance effectively
- Demonstrated ability to work with persons from diverse backgrounds and varied work styles
- Ability to prioritize and manage concurrent projects with competing deadlines effectively
- Highly adaptable and open to new ideas
- Discretion, sound judgment, and an abiding commitment to fairness
- Experience developing and presenting professional training materials

**Licenses; Certificates; Special Requirements:**

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

Los Angeles Superior Court Supervising Research Attorneys are prohibited by Court policy from practicing law during their employment. This includes prohibition from receiving fees and appearing in any court on behalf of another person.

**ADDITIONAL REQUIREMENTS:**

- A sample of your writing not to exceed five (5) pages
- A copy of your resume

**Documentation may be submitted as follows:**

- Attachment 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.
- Only ONLINE attachments will be accepted. The Court will not accept documents submitted in other forms, including by facsimile transmission, by emails, by mail or delivered in person.
- Failure to submit the required documents will result in your application being disqualified as incomplete.

**EXAMINATION INFORMATION:**

**Part I:** Qualifying evaluation of education, training and experience based upon submitted application.

**Part II:** Applicants who best meet job-related qualifications will be invited to participate in the examination process that may consist of any combination of written, performance, or oral appraisal to further evaluate job-related experience, knowledge, skills and abilities.

**APPLICATION and FILING INFORMATION:**

Applications may only 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 for 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](mailto:info@governmentjobs.com) to your safe senders list to avoid the notification being filtered as spam mail.

Superior Court of California, County of Los Angeles 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 emailed to [WTuckerIV@lacourt.org](mailto: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 eligibility list which will remain valid for up to one year. Other vacancies may be filled using this list.

#### **Exam #R9755E Supervising Research Attorney**

Applications may be filed online at: [www.lacourt.org](http://www.lacourt.org)  
OR via the HR computer kiosk at  
Los Angeles Superior Court  
Human Resources Administration  
111 N. Hill Street, Room 203  
Los Angeles, CA 90012



## **EXAMPLES OF ESSENTIAL DUTIES, RESPONSIBILITIES, AND SKILLS:**

## **QUALIFICATIONS:**

## **EXAMINATION INFORMATION:**

### **Supervising Research Attorney Supplemental Questionnaire**

- \* 1. **INSTRUCTIONS:** The information you provide on this online supplemental questionnaire will be evaluated. **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.

Please check the box to indicate you have read and understood the instructions.

\* 2. Are you an active member in good standing of the State Bar of California?

Yes  No

\* 3. If you answered yes to the previous question, provide your State Bar of California number and date of admission.

\* 4. Below, indicate total number of years you have been practicing law in the state of California.

\* 5. Please explain your interest in the Supervising Research Attorney position.

\* 6. **The following 3 scenarios describe situations that you may encounter in this role. Please respond as if you are the Supervising Research Attorney.** In reviewing your supervisee's work product for an upcoming performance evaluation, you realize that his bench memoranda are devoid of analysis – in each, your supervisee presents the parties' arguments but then goes straight to making ruling recommendations. The assigned judicial officer is very happy with the supervisee and thinks he deserves "the highest possible ranking." How do you handle the situation, as to both the supervisee and the performance evaluation?

\* 7. A Law Clerk you supervise comes to your office to complain about her workload, which she states is much greater in volume and difficulty than what her friends and peers are handling. How do you address her concerns?

\* 8. One of your new Law Clerks received the training that all new Law Clerks receive at the beginning of their employment with the court. After four (4) months, he is still missing deadlines, ignoring important issues in his analysis, and overlooking pertinent legal authority. How would you address his performance?

\* Required Question