



Superior Court of California

County of San Francisco

Administrative Office, 400 McAllister Street, Room 205, San Francisco, CA 94102

EMPLOYMENT OPPORTUNITY

COURT STAFF ATTORNEY I-II (Probate Department)

(Class Codes 311C/312C)

6-month appointment only.

The Superior Court of California, County of San Francisco, invites applications from qualified individuals interested in a 6-month appointment serving as Court Staff Attorney I-II providing complex legal research and legal consultation for judicial officers in the Probate Department. The incumbent must be an attorney with professional legal experience as a member of the State Bar of California. An incumbent with more than two years of legal experience as a member of the State Bar of California may be appointed at the Court Staff Attorney II level. The 6-month appointment will be from July 2024 to January 2025.

The selected applicant cannot have other employment while employed at the Superior Court of California, County of San Francisco.

This selection process is being conducted in accordance with San Francisco Superior Court Personnel Rule 4. An eligibility list will not be established.

FINAL FILING DATE: **4:00PM, April 19, 2024**

COMPENSATION: Court Staff Attorney II
\$4,584.10 to \$5,572.28 biweekly (\$119,186 to \$144,879 annually)

Court Staff Attorney I
\$3,772.02 to \$4,584.10 biweekly (\$98,072 to \$119,186 annually)

The Court offers a generous benefits package including a variety of health and dental insurance plans, paid sick leave, and holiday pay.

POSITION OVERVIEW

Essential Duties:

Performs complex professional legal assignments and research in Probate; 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 Probate judicial officers; meets with judicial officers and provides written and oral briefings on the results of research; 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 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.

Job responsibilities include, but are not limited to, the following:

- Conducts Probate ex parte hearings.
- Prepares memoranda, orders, and tentative rulings for the Probate judges on the Law and Motion calendar and other directed research topics.
- Conducts legal research for the Probate judges and Managing Attorney.
- Consults with Probate director, examiners, and Managing Attorney on cases and ex parte hearings.

Working Conditions: Work is performed in an office and courtroom environment; continuous contact with judicial officers, executive management, litigants, attorneys, other staff and the public. The assignment will be at the Civic Center Courthouse.

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.

REQUIRED QUALIFICATIONS

Current membership in the State Bar of California.

Two or more years of full-time professional legal work experience as a member of the State Bar of California is required for the Court Staff Attorney II level.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of Civil/Probate, Constitutional, Criminal and Administrative Law.
- California codes and statutes applicable to Civil/Probate and Criminal law.
- Judicial procedures and the Rules of Evidence.
- Legal research methods.
- 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 to judicial officers when requested.
- 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.
- 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.

HOW TO APPLY

Interested individuals must apply online and include a valid email address where the applicant can receive future correspondence regarding this position. Applicants must submit ALL the following items:

- Superior Court of California, County of San Francisco, online employment application (fully completed). The link to the online application is available on the Court's website at <https://sf.courts.ca.gov/general-information/human-resourcesemployment>.
- Resume.
- Statement of qualifications, limited to one page, only explaining why the applicant is interested in the position and qualified to perform the duties described herein. This one-page statement should succinctly describe the relative education and experience that is applicable to this position.
- Writing sample not to exceed 5 pages.

The preparation of the application, including the resume, statement of qualifications, and writing sample, is very important to the selection process. It is recommended that applicants review the information in this announcement and on the application very carefully. Once the application has been submitted, it cannot be corrected, changed, or resubmitted. **All applications must be submitted online by the final filing date and time indicated in this job announcement.**

SELECTION PROCESS

Initial Screening:

Complete application packages received by the final filing date and time will be evaluated to determine if the applicants meet the minimum qualifications. The Court will further evaluate these documents and may interview only those applicants it deems may best meet the needs of the Court. Not all applicants will receive an interview.

Oral Interview:

If necessary, selected applicants may be interviewed to determine their relative knowledge, abilities, and skill levels in job related areas. If interviews are scheduled, it is anticipated that they will be held in May 2024.

Qualified applicants with disabilities requiring reasonable accommodation to participate in the selection process should complete the relevant section on the employment application.

OTHER APPOINTMENT INFORMATION

Appointment to this temporary position is for 6 months only (July 2024 to January 2025).

Employment is subject to security clearance. Any false statement or omission of material fact may cause forfeiture of employment. Information presented on employment applications, resumes, and attachments and during the selection process is subject to verification. Employees are prohibited from engaging in activities which conflict with the interests of the Superior Court of California, County of San Francisco.

Immigration laws require that all employees hired after November 6, 1986, must provide proof of work eligibility. At the time of appointment to a position, all applicants must possess a valid Social Security number and will be required to present original documents which verify citizenship or legal alien status as well as identity (such as a social security card and driver's license, or a green card and driver's license, or a valid U.S. passport).

THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO, IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS SHALL NOT BE FAVORED OR DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, AGE, MARITAL STATUS, PHYSICAL DISABILITY, MENTAL DISABILITY, MEDICAL CONDITION, SEXUAL ORIENTATION, GENETIC INFORMATION, UNION ACTIVITY, POLITICAL AFFILIATION, OR OTHER NON-MERIT FACTOR.

*For questions on the above information, contact the Human Resources Office
of the Superior Court of California, County of San Francisco,
(415) 551-0381.*

*This announcement and the online application are available at
<https://sf.courts.ca.gov/general-information/human-resourcesemployment>*