



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 (Asbestos & CEQA)

(Class Codes 311C/312C)

The Superior Court of California, County of San Francisco, invites applications from qualified individuals interested in serving as Court Staff Attorney I-II, providing complex legal research and legal consultation for judicial officers. This recruitment will be used to fill one position in the Asbestos and California Environmental Quality Act (CEQA) Department. Once appointed, however, the incumbent may be moved to other assignments as the needs of the Court dictate. 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.

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: **12:00PM, May 1, 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, a contributory retirement plan, a deferred compensation savings program, paid vacation, sick leave, floating holidays, and holiday pay.

POSITION OVERVIEW

Essential Duties:

The Court Staff Attorney I-II incumbent is expected to perform the more complex professional legal work and research with minimal guidance and supervision. The following duties are typically performed:

Performs complex professional legal assignments and research for the Asbestos and CEQA Department.

Reviews and summarizes legal evidence, procedural history, and legal contentions in matters related to a variety of legal cases and Court calendars. Carefully reviews briefs in discovery and law and motion matters in complex asbestos actions (e.g., motions for summary judgment/adjudication, motions for preference, demurrers and motions to strike, motions to compel). Reviews motions, writ petitions and voluminous administrative records in CEQA actions.

Researches individual issues requested by the Department Judge. Researches and analyzes existing law. Researches legal authorities, including statutory and case law, appellate court decisions, and legislative history, using both traditional and computerized legal research methods. Meets with judicial officers and provides oral briefings on the results of research, as requested.

Advises the Department Judge regarding issues raised in informal discovery conferences and case management conferences.

Conducts ex parte hearings, questions the attorneys, and orally briefs the judge.

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.

Prepares memoranda for matters researched, summarizing background, identifying and analyzing factual and legal issues raised in CEQA actions, and recommending disposition of legal issues for use by judicial officers.

Reviews the Local Rules applicable to the Asbestos and CEQA Department, and drafts proposed amendments.

Drafts rulings for Court cases, including minute orders, formal orders, tentative decisions, statements of decision, and judgments for review and use by judicial officers. Reviews, drafts and edits orders in CEQA actions.

Drafts correspondence to counsel and other concerned parties regarding matters pending before the Court.

Trains and supervises law student externs as needed.

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. Initial 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 litigation as well as administrative law.
- California codes and statutes applicable to civil law, Code of Civil Procedure, Evidence Code, California Rules of Court, San Francisco Local Rules, CEQA and CEQA Guidelines.
- Judicial procedures and the rules of evidence.
- Legal research methods.
- Interviewing techniques.
- Computers and software used in professional legal work.

Ability to:

- Perform a wide scope of professional legal and legal research work.
- Analyze facts and apply legal precedents and principles to assigned legal review and research work.
- Analyze issues with an adjudicatory viewpoint, rather than that of an advocate.
- Review lengthy, complicated briefs and identify the relevant issues.
- Provide sound legal advice to judicial officers, when requested.
- Communicate effectively and efficiently, both orally and in writing.
- Prepare and present a variety of special 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; effectively interact with judges and court staff.
- Work independently while also working collaboratively with the judicial officer presiding over the department.

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

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>*