



Legal Research Attorney

Class Code:
4897

Bargaining Unit: Alameda County Management Employees
Association

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Jan 1, 1999
Revision Date: Dec 26, 2008

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under general direction, a Legal Research Attorney performs a variety of complex professional legal work, including research and consultation for judicial officers, court staff and litigants; provides legal support related to the work of Legal Services and programs within the Superior Court of Alameda County; and performs other related duties as assigned.

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 this classification does not necessarily perform all listed duties.

1. Gathers information regarding legal matters presented to the Court (e.g., motions, petitions and ex parte applications) by reviewing case files, legal documents and exhibits, and conferring as needed with litigants and the public.
2. Identifies, researches and analyzes legal issues and conflicting legal opinions; reviews legal authority cited by litigants; and conducts self-directed independent research as may be needed to further clarify issues and reach sound judicial decisions.
3. Prepares comprehensive memoranda detailing relevant legal issues, addressing arguments' strengths and weaknesses and recommending judicial action.
4. Briefs judges in writing and orally; on behalf of judicial officers, drafts rulings, statements of decision and judgments.
5. Confers with judges, attorneys, court services staff and the public on procedural and operational matters; advises the Court on legal aspects of administrative and operational issues;

and prepares memoranda summarizing legislative/judicial action or trends and other matters not directly related to caseload.

6. Serves as legal counsel to the court, providing legal advice and guidance to court leadership on a variety of issues pertaining to judicial branch, and court operations and administration.

7. Advises the General Counsel, Deputy General Counsel, and supervising attorney on legal aspects of administrative and operational issues; and prepares memoranda analyzing legislative, judicial and operational policies and other matters.

8. Assists self-represented litigants and responds to questions about Court or legal processes and procedures.

9. Updates law library materials and performs other collateral services in support of judges and the court; and participates in the development of team resources and services.

10. Prepares a variety of reports and correspondence.

11. Maintains proficiency through continuing education in specific areas of procedural and substantive law.

12. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education:

Possession of a Juris Doctorate degree from an accredited college or university.

And

Experience:

Equivalent to three years of full-time civil or criminal litigation experience, and/or professional-level legal research experience in support of the judicial branch. Experience with civil law and motion matters is desirable.

License Requirement:

Current active membership and good standing with the State Bar of California.

KNOWLEDGE AND ABILITIES:

Knowledge of principles of civil and criminal law; the California judicial system; California codes, statutes and other authorities applicable to civil, criminal, and/or family law matters; rules of evidence and procedure in trial, appellate and United States courts; legal research methods; judicial ethics; word processing and other office software.

Ability to communicate effectively and diplomatically with judicial officers, court users, counsel, staff and others; identify legal issues; perform legal research; prepare and present oral and written legal analyses and recommendations; apply legal principles to case facts and arrive at specific conclusions; use initiative and independent judgment within general policy guidelines; apply problem-solving and conflict-resolution methods and techniques; work effectively with internal and external committees; uphold judicial ethics; work independently and as part of a team; coordinate work with others; recognize and respect limit of authority and responsibility; operate modern office equipment and personal computers, and use specified computer applications, including word processing and spreadsheets; attend meetings outside of normal working hours; work evening and weekend hours as necessary; and travel throughout the county and statewide as necessary.

CLASSIFICATION HISTORY:

Revised: 1/99,11/00, 3/04, 3/10, 9/14