



# Senior Attorney (Confidential)

Class Code:  
4999

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Established Date: Jul 19, 2016  
Revision Date: Jul 19, 2016

## SALARY RANGE

SEE SALARY SCHEDULE

## JOB DESCRIPTION:

### JOB DEFINITION

Under the general direction of the General Counsel, to plan, assign, support, and review the work of Attorneys (Confidential) and Associate Attorneys; to serve as legal advisor and to provide technical research assistance to judicial officers, executive and managerial staff; to perform a variety of complex professional legal work, including research and consultation for judicial officers, court staff, and litigants; to provide legal and administrative support related to the work of the Office of the General Counsel and programs within the Superior Court of Alameda County; and to perform other related duties as assigned.

### DISTINGUISHING FEATURES

This is the advanced working/lead level of the series. Senior Attorneys (Confidential) are assigned to lead a team of attorneys or serve as a courtwide technical expert on a particular area of law. In addition, incumbents perform legal research work in support of judicial officers and the Office of the General Counsel, as well as provide direct service to the public. This class is distinguished from the General Counsel classification, which is an executive management position that oversees the overall operational activities of the Office of the General Counsel.

## EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification. However, each individual in this classification may not necessarily perform all listed duties. Further, employees may perform other related duties at an equivalent level.

1. Provides lead direction, work assignment, and review for assigned staff; consults with and advises staff on problems; serves as coach in individual professional and team development.

2. Serves as legal advisor to assigned judicial committees; researches, analyzes, and formulates recommended policies, procedures, and forms related to specified court proceedings and recurring issues at the request of judges, judicial committees, and court administration.
3. 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.
4. Advises the Presiding Judge, Court Executive Officer, and General Counsel on legal aspects of administrative and operational issues; prepares memoranda analyzing legislative, judicial, and operational policies and other matters not directly related to caseload.
5. Assists the General Counsel in the daily operation of the office, including supervision, oversight, training, and mentoring of attorneys, staff, interns, and volunteers.
6. Confers with judges, attorneys, court services staff and the public on procedural and operational matters.
7. Gathers information regarding legal matters presented to the Court (e.g., motions, petitions, ex parte applications) by reviewing case files, exhibits, and other documents and conferring as needed with litigants and the public.
8. Identifies, researches, and analyzes legal issues; reviews legal authority cited by litigants; conducts self-directed independent research as may be needed to further clarify issues and arrive at sound conclusions.
9. Prepares comprehensive memoranda detailing relevant legal and factual issues, addressing the strengths and weaknesses of the arguments presented, and recommending judicial action.
10. Litigates matters on behalf of the Court.
11. Manages litigation performed by the Judicial Council and outside counsel.
12. Updates program materials and performs other collateral services in support of judges and the court; participates in the development of team resources and services.
13. Writes curricula and teaches courses for volunteer attorneys, fellows, and law student interns.
14. Prepares a variety of reports and correspondence.
15. Maintains proficiency through continuing education in specific areas of procedural and substantive law.
16. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

Education:

Completion of a Juris Doctorate from an accredited college or university.

and

Experience:

A total of five years of full-time experience in any combination of the following: civil litigation; criminal litigation; court administration; professional-level legal research experience in support of the judicial branch. Experience in employment and/or labor law is highly desirable.

LICENSE REQUIREMENT:

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

## **KNOWLEDGE AND ABILITIES:**

*Knowledge of* basic supervisory/coaching principles and practices, including performance management; principles, practices, methods, and techniques of legal research and analysis; California codes, statutes and other authorities applicable to civil, criminal, and family law matters; the California judicial system, and local court operations and procedures; rules of evidence and procedure in state and federal trial and appellate courts; legal research methods; judicial ethics; problem-solving and conflict-resolution methods and techniques; preparing effective oral presentations and written materials; preparing a variety of program reports; research methods and principles of program evaluation; operation of personal computers and the use of family law and other applicable computer programs, including word processing and other office automation software.

*Ability to* plan, assign, and review the work of other staff; coach others in team and individual personal development; 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 related to family law support and software programs, including word processing, spreadsheets and forms completion; attend meetings outside of normal working

hours; occasional evening and weekend hours; travel throughout the county and statewide as necessary.