



Associate Attorney

Class Code:
4968

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: May 11, 2018
Revision Date: May 11, 2018

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

<u>JOB</u>	<u>DEFINITION</u>
	Under the general direction of the Court Executive Officer, to perform legal research and legal analysis on court administrative issues; to provide advice and counsel as requested to court leadership; to provide legal and administrative support related to programs within the Superior Court of Alameda County; and to perform other related duties as assigned.

<u>DISTINGUISHING</u>	<u>FEATURES</u>
	This is an entry-level attorney position providing legal research, analysis, advice, and counsel to court leadership on issues of court administration. This class is distinguished from the class of Legal Research Attorney in that the latter primarily conducts legal research and analysis in furtherance of briefing judicial officers on specific individual cases before them.

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.

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.

1. Advises the Presiding Judge and Executive Officer on legal aspects of administrative and operational issues; prepares memoranda analyzing legislative, judicial, and operational policies and other matters not directly related to caseload.
2. Assists in the tracking and resolution of claims made against the Court, its officers, employees, and judicial officers.
3. Provides legal support in responding to requests for judicial administrative records.

4. As directed, provides legal support to the Human Resources Division on labor and employment issues.
5. Prepares a variety of reports and correspondence.
6. Maintains proficiency through continuing education in specific areas of procedural and substantive law.
7. 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 two years of full-time experience providing legal services--e.g., legal opinions, advice and counsel, contract drafting--relating to the administration of California trial courts. Experience working in a California trial court general counsel or legal services office is highly desirable.

License:

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

KNOWLEDGE AND ABILITIES:

Knowledge of: California codes, statutes and other authorities applicable to the administration of California trial courts; 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; preparing effective oral presentations and written materials;; operation of personal computers and other applicable computer programs, including word processing and other office automation 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 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, personal computers, 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.

Physical demands: include walking, standing, sitting and climbing up and down stairs; strength, dexterity, coordination and vision to use a keyboard and video display terminal; hearing, listening and speaking to communicate with the public and court staff; dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials; moving from place to place within an office or other court locations; and reaching from items above and below desk level. The job requires travel by car or public transportation.

Working Conditions: Video display terminal is used on a daily basis. Attend meetings, respond to email, and engage in work as needed outside of normal business hours. May be required to travel as necessary.

FLSA

Status: Exempt

CLASSIFICATION HISTORY:

Date established: May 11, 2018