



# Attorney (Confidential)

Class Code:  
5005

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Established Date: Jan 22, 2016  
Revision Date: Jul 19, 2016

## SALARY RANGE

SEE SALARY SCHEDULE

## **JOB DESCRIPTION:**

### JOB DEFINITION

Under the direction of the General Counsel, to perform a variety of complex professional legal work, including research and consultation for judicial officers, court management, 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. Attorneys in this Confidential position are assigned directly to the Office of the General Counsel.

### DISTINGUISHING FEATURES

This is a journey-level attorney position. This class is distinguished from the Senior Attorney (Confidential) classification in that the Attorney (Confidential) position is intended for newer attorneys. By comparison, incumbents in the Senior Attorney (Confidential) classification are expected to lead a team of attorneys or serve as a court wide technical expert on a particular area of law with minimal guidance and supervision.

## **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 legal support to court leadership on a variety of issues pertaining to the operations of the Court including, e.g., employment issues, labor relations matters, and litigation.
2. 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.

3. Assists in the review and drafting of contracts, memoranda of understanding, and other agreements.
4. Assists in daily office operations, including oversight, training, and mentoring of new staff, interns, and volunteers.
5. Confers with judges, attorneys, court staff, and the public on procedural and operational matters.
6. Gathers information regarding matters presented to the Court (e.g., motions, challenges, etc.) by reviewing case files, exhibits, and other documents and conferring as needed with court users.
7. Identifies, researches, and analyzes legal issues; reviews legal authority cited by court users; conducts self-directed independent research as may be needed to further clarify issues and arrive at sound conclusions.
8. Prepares comprehensive memoranda detailing relevant legal and factual issues, addressing the strengths and weaknesses of the positions presented, and recommending action.
9. Updates program materials and performs other collateral services in support of judges and the court; 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:

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

and

### Experience:

A total of two 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* California codes, statutes and other authorities; the California judicial system, and local court operations and procedures; legal research methods; judicial ethics;

And/or

*Knowledge of* principles and practices relating to employment and labor law; contract drafting, particularly in a government setting; preparing effective oral presentations and written materials; operation of personal computers, 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 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.

### ***Physical Demands:***

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.

## **CLASSIFICATION HISTORY:**

Date established January 2016.