



Research Attorney

Resumes in lieu of the application form will not be considered. Documents received after the closing date will not be considered.

Closing Date: December 22, 2023

Annual Salary Range: \$118,254 – \$143,280

Definition: To assist the Superior Court Judges by researching Criminal (and other case types as needed) legal issues before the Court; and to prepare written summaries and recommendations of findings for the judge. In addition, will provide assistance, advice and counsel to the court executive management team on legal aspects of administrative and operational issues.

Essential Duty Sample (This List Is Not All Inclusive, BUT A REPRESENTATIVE SAMPLE OF DUTY FUNCTIONS)

Research, analyze and interpret existing laws and ordinances, court decisions, pending legislation, and other legal authorities utilizing legal resources from computerized electronic and print media, including internet resources. Write proposed decisions for Superior Court Judges on matters currently before the court using computer word processing programs and manual methods. Advise Superior Court Judges on a variety of civil and criminal issues and proceedings; review and advise judges regarding petitions for Writs of Habeas Corpus and Writs of Mandate. Assist in drafting local Rules of Court as determined by operational needs and legal and regulatory requirements. Review Superior Court Appeals and brief the appellate judges with thorough appeal memoranda; review daily appellate reports for new developments in case law. Consult with and advise managers, supervisors, and other personnel regarding a wide variety of programs, policies, and regulations; review requests for court judgment after default for compliance with requirements. Cover duties of other Court Attorneys during their absences, and assist with overflow work of other Attorneys as directed by Attorney's supervisor. Attend staff and other work-related meetings, workshops, seminars, and other continuing education opportunities in order to stay informed of legal updates. Serve as a representative of the Court, displaying courtesy, tact, consideration and discretion in all interactions with other members of the Court community and with the public. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Education / Experience: The combination of education and experience listed as follows are the minimum qualifications: Equivalent to graduation from a recognized school of law and two years' experience in the practice of law. Must be an active member in the State Bar of California. Criminal legal experience preferred.

Knowledge, Skills and Abilities: Legal principles, precedents and their application; legal research methods; principles of civil, criminal, constitutional and administrative law and their application; court procedures, rules of evidence and procedures; laws applicable to operation of the court and related agencies, state and local laws and ordinances; preparations of briefs and opinions; principals and practices of supervision, training and performance management including performance evaluation; analyze legal principles and precedents and apply them to legal and administrative problems; use legal reference works including case and statutory law from print and electronic media; present statements of fact, law and argument clearly and logically in written and oral form; work well under the pressure of ad hoc information requests, deadlines and multiple projects, draft opinions, pleadings, rulings, regulations, and legislation; work cooperatively with individuals and groups; analyze legal principles and precedents and apply them to complex legal and administrative problems; operate personal computer and related software.

The Superior Court of California, County of Tulare, is an Equal Opportunity Employer

EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

Equal Opportunity Employer

The court does not discriminate on the basis of race, religion, color, national origin, sex, gender, sexual orientation, gender identity or expression, genetics, veteran status, age, or disability or any other status protected by law. The court will provide reasonable accommodation to qualified individuals with disabilities in compliance with state and federal law. In addition, the court complies with applicable state and local laws governing nondiscrimination in employment in every location in which the court has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

THE EMPLOYMENT PROCESS

Application: Prospective employees must submit an application, supplemental application form and other required documents by 5:00 p.m. on the final filing date. Final filing dates vary and are listed on the front of each job announcement. Separate applications must be submitted for each recruitment. Resumes will not be accepted in lieu of the application.

Examination: Applications will be reviewed and evaluated to determine the most highly qualified candidates. Those candidates will then be invited to participate in the examination process which may consist of an application review, written, oral, or performance exam or any combination thereof. Exam scores determine rank on employment lists.

Exam Accommodation: Disabled applicants who require special testing arrangements must contact the Human Resources Department.

Employment List: Employment lists contain names of applicants who have obtained passing scores. Employment lists remain active for six months unless otherwise determined by the Human Resources Manager.

Appointment: The top five ranks on the employment list will be interviewed by departments having vacancies. The position supervisor makes the hiring decision.

Probationary Period: Employees appointed to competitive positions serve a probationary period of 6 months prior to being considered regular.

Condition of Employment: Candidates selected may be required to pass a pre-employment physical and/or psychological examination which is given at no cost to the candidate. A reference check and/or background investigation may also be conducted.

Driver's License: For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview may be required to provide a DMV report and meet the Court's driving standards.

Immigration Law: Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

Drug Free Work Place: The Court is a drug-free workplace and has a comprehensive substance abuse policy.

COMPENSATION

Salary ranges have 5 steps with approximately 5% between steps. Starting salaries are normally at the first step with achievement of the second step after 6 months satisfactory service. Twelve months of satisfactory service are required between each of the remaining salary steps. Candidates granted advanced step appointments are required to perform twelve months of satisfactory service before consideration for the next salary step increase.

EMPLOYEE BENEFITS

The information listed below is a general summary of benefits. The Court has a variety of benefit options available which may differ between bargaining units. Some management positions are granted 5 additional days of vacation.

Vacation: 11 days initially; 16 days after 3 years; 20 days after 8 years; 25 days after 11 years.

Holidays: 14 holidays per year + 2 floating holidays.

Sick Leave: 12 days annually with unlimited accumulation.

Insurance: A medical PPO plan, dental and vision coverage are available. Dependent coverage is also available. Life insurance coverage of \$10,000 is provided. All positions are eligible for long-term and/or State disability insurance. Additional supplemental life and long-term disability insurance may be purchased by the employee.

Retirement: The retirement plan is a defined benefit plan administered pursuant to the 1937 Act County Employees Retirement Act and integrated with Social Security. In addition to ordinary retirement benefits, the plan provides disability and death benefits. Retirement contributions are made by both the Tulare County Superior Court and the employee. The Tulare County Superior Court has reciprocity with the State of California, contracting PERS agencies, State Teachers' Retirement System, and all County 1937 Act Retirement Systems.

Other Benefits: Employee Assistance Program, Employee Recognition Program, IRS Section 125 Program (provides tax savings for insurance costs, dependent care costs and unreimbursed medical expenses), and Deferred Compensation plans are available.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ARE SUBJECT TO CHANGE.

Call our Job Information Line (559) 730-5000 option 8

Email us at courthR@co.tulare.ca.us or Visit our website at www.tulares.court.ca.gov