



SUPERIOR COURT COUNTY OF MADERA, STATE OF CALIFORNIA ANNOUNCEMENT OF EXAMINATION

RESEARCH ATTORNEY

**Permanent, Part-Time or Temporary, Extra Help Position
(20 Hrs. per week)**

Hourly Wage: \$46.73 - \$56.81*

Final Filing Date: Open until filled

The Madera County Superior Court encourages a positive work-life balance and offers a competitive benefits package:

- *Experienced Research Attorneys with years of relevant service are encouraged to apply.*
- *This position, which will be offered on either a permanent, part-time or temporary, extra-help basis, will feature a hybrid work model allowing the flexibility to telework and with an occasional requirement to report to the courthouse or as needed based on judicial discretion or case calendaring.*
- *The Madera County Superior Court offers membership into CalPERS and for Classic Members a 2.7% at 55 retirement benefit formula for individuals in a California Government Retirement System on or before 12/31/2012, or new employees a 2% at 62 retirement benefit formula (Applies to permanent, part-time employment. Special retirement eligibility rules apply to extra-help employment).*
- *Retirement from Madera County Superior Court includes lifelong employer contributions towards health benefit plans (Applies to permanent, part-time employment) .*
- ** The Madera County Superior Court CEO may consider hiring above the entry level A step based on years of experience.*

THE POSITION

To assist the Superior Court Judges by researching legal issues before the Court; to prepare written summaries and recommendations of findings for the judge, to provide assistance, advice and counsel to the court executive management team on legal aspects of administrative and operational issues. This is an at-will position.

SUPERVISION EXERCISED

General direction is provided by the Superior Court Judges with administrative and technical direction given by the Court Executive Officer. Responsibilities include direct supervision of paralegal staff as assigned.

IMPORTANT AND ESSENTIAL DUTIES

- Researches, analyzes and interprets existing laws and ordinances, court decisions, pending legislation and other legal authorities utilizing legal resources from computerized electronic and print media, including internet resources.
- Writes proposed decisions for Superior Court Judges on matters currently before the court.
- Advises Superior Court Judges on a variety of civil and criminal issues and proceedings; reviews and advises judges regarding petitions for Writs of Habeas Corpus and Writs of Mandate.
- Reviews and drafts local Rules of Court as determined by operational needs and legal and

regulatory requirements.

- Reviews Superior Court Appeals and briefs the Appellate Judges with thorough appeal memoranda; reviews daily appellate reports for new developments in case law.
- Supervision of paralegal staff, as assigned. Attend staff and other work-related meetings, workshops, seminars and other continuing education opportunities in order to stay informed of legal updates.
- Serves 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.
- Conducts settlement conferences, as needed.
- Assists with clients in the Self-Help/Facilitator's office.
- Sits as Pro Tem Judge, as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

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.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

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 and rules of court.

Work cooperatively with individuals and groups.

Analyze legal principles and precedents and apply them to complex legal and administrative problems.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Requires education equivalent to graduation from a recognized school of law.

LICENSE OR CERTIFICATE

Must be an active member in the State Bar of California and possession of, or ability to obtain, an appropriate, valid driver's license or must be able to provide self-arranged transportation.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment: Ability to work in a standard office environment.

BACKGROUND CHECK REQUIREMENTS

The final candidate will be required to submit to Live Scan Fingerprinting as a condition of employment should an offer be made. In addition, the final candidate will be required to submit verification of identity, citizenship or legal right to work in the United States.

BENEFITS

Benefits of permanent, part-time employment at 20 hours per week with the Superior Court, County of Madera includes 13 paid holidays and 1 floating holiday (pro-rated to 4 hours) per year, 4 hours sick leave day per month (unlimited accrual); Appointed to a permanent position shall be granted 20 hours credit for vacation following the completion of 6 calendar months of continuous paid part-time service and following the completion of 12 calendar months of continuous paid part-time service in a permanent position will be credited 20 additional vacation hours, vacation accrual increasing thereafter with years of service (max accrual of 440 hours); 40 hours of management leave per fiscal year; Membership in the California Public Employees' Retirement System (CalPERS) pursuant to the provisions of California's 2013 Pension Reform Act (Act) and CalPERS Regulations. For those individuals with current or prior CalPERS membership status or "classic member" will be eligible for an enhanced 2.7% @ 55 retirement formula; employee contributes 8%. Individuals with no current or prior CalPERS membership status and who are defined as "new members" or new employees under the Act will be eligible for the 2% @ 62 retirement benefit formula; employee contributes 7.75%. Superior Court participates in the CalPERS Health Benefit Program, and for certain selected health plans, the Superior Court pays 100% of health insurance premium for employee and 50% for either two-party or family coverage.

EXAMINATION PROCESS

An examination for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Superior Court Personnel Division to be appropriate. Human Resources may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Human Resources Division will make reasonable accommodations during the examination process for disabled applicants. Madera County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age in any of its programs or activities.

APPLICATION PROCESS:

Please review the [Application Guidelines](#) for requirements. Interested persons are to submit an official application to apply. A resume may be included with the application but will **not** be accepted in lieu of an official application. An application may be obtained by accessing the Madera Superior Court website at www.madera.courts.ca.gov or by visiting the Madera Superior Courts Human Resources Division. Office hours are: Monday - Friday, 8:00 am - 5:00 pm.

MAILED OR E-MAILED APPLICATIONS:

If an application is mailed or e-mailed, the application and all required documentation must be received by the final closing date and time indicated. An application may be mailed or e-mailed to:

Madera Superior Court - Human Resources Division
200 South G Street, Madera, CA 93637
HR@madera.courts.ca.gov

NOTE: Postmarks are not accepted.

An Equal Employment Opportunity

ADA ACCOMMODATIONS:

If you are a person with a disability and in need of accommodations during your interview, please contact our office prior to your interview at (559) 416-5517.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY SUPERIOR COURT, HUMAN RESOURCES DIVISION.

Revised: September 6, 2023

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MADERA**

**RESEARCH ATTORNEY
SUPPLEMENTAL QUESTIONNAIRE**

Please answer each question below with as much detail as possible. You may attach additional sheets of paper if necessary. Please type or write your answers legibly and in ink. The supplemental questionnaire is required in addition to the official application. Failure to submit this supplemental questionnaire will result in disqualification.

Name: _____

Date: _____

1. Tell us how your legal experience relates to the position for which we are recruiting.
2. Describe a project or situation that you have worked on that best demonstrates your analytical skills.
3. Describe your experience and comfort level in the use of electronic legal research tools.
4. Once you have received an assignment from a judge, what process would you follow to complete the assignment?
5. Describe the two strengths that you possess that you believe best qualifies you for the position. Why?
6. What areas of law are you most familiar with?