



Superior Court of California

County of San Francisco

Administrative Office, 400 McAllister Street, Room 205, San Francisco, CA 94102

EMPLOYMENT OPPORTUNITY

SUPERVISING COURT STAFF ATTORNEY (Criminal Division)

(Class Code 317C)

The Superior Court of California, County of San Francisco, invites applications from qualified individuals interested in serving as Supervising Court Staff Attorney, providing legal research information and legal assistance to the Court in a unique unit. This includes analyzing, interpreting, and summarizing legal authorities for presentation to the judicial officers in pre-trial, trial, and post-trial matters, including Criminal, Habeas Corpus, Court Administration, and other research duties as assigned. The incumbent is primarily responsible for a unit or department, supervising attorneys, and/or support staff, as necessary, to operate the unit charged with a particular area of legal services to and on behalf of the Court. Supervision includes input on policy direction, workload analyses, work assignments, and work reviews of all members of the unique unit. Other assignments include overseeing the day-to-day activities of staff in that specified unit.

This selection process is being conducted in accordance with San Francisco Superior Court Personnel Rule 4. An eligibility list will not be established.

FINAL FILING DATE: 12:00 PM, November 1, 2024

COMPENSATION: \$5,826.00 to \$7,080.62 biweekly (\$151,476 to \$184,096 annually)

The Court offers a generous benefits package, including various health and dental insurance plans, a contributory retirement plan, a deferred compensation savings program, paid vacation, sick leave, floating holidays, and holiday pay.

POSITION OVERVIEW

Essential Duties:

The Supervising Court Staff Attorney assigns reviews and evaluates the work product of the staff assigned to the unit. Participates and oversees the development of job announcements, recruitment, employee selection, staff development, performance evaluations, and progressive disciplinary

process. Plans and implements cross-training; reviews employees' work to ensure quality and accuracy and provides ongoing feedback as to performance, including orientation, training research attorneys and interns, and offering technical assistance in casework procedures. Researches, analyzes, and interprets existing laws and ordinances, court decisions, pending legislation, and other legal authorities. Research legal authorities using traditional and computerized legal research methods, including statutory and case law of California, different states, federal and foreign jurisdictions, treaties and other international law, and legislative history. Researches and analyzes pleadings, memoranda of points and authorities, evidence, objections, and other documents and prepares a written memorandum for each matter, summarizing the factual background, identifying and analyzing factual and legal issues, and providing a proposed tentative ruling for disposition thereof; and/or orally briefs the judges on the research and analysis pertaining to each matter. Studies work patterns and unit efficiency. Develops and implements procedures to improve efficiency. Provides effective leadership and guidance in support of the Court's mission. Confers with judges and Court Executive Officer or designee on operational and legal issues. Conducts research on special projects assigned or requested by judicial officers or Executive staff. Participates in management meetings and projects. Serves on Committees within the court. Prepares reports and correspondence as needed. Performs other related work as required by business needs or as assigned.

May represent the unit, department, or Court in meetings with justice partners, community-based organizations, funders, Judicial Council of California, Bar Association of San Francisco, and other entities, as necessary.

Responsible for overseeing the allocation and assessment of tasks related to court calendars as applicable to assigned unit/division, e.g., Penal Code section 995 calendars and writs calendars, ensuring strict adherence to relevant statutes, court protocols, and local regulations. Ensures that all final legal research work products meet the Court's high-quality standards and deadlines by maintaining a hands-on approach, which may involve tracking, evaluating, reviewing, editing, and approving the legal research work before it is presented to judicial officers or Court management. Provides sound recommendations to court managers and supervisors and offers guidance to units, departments, divisions, and judicial officers in anticipation of new legislative mandates. Additionally, may be responsible for evaluating motions and writ petitions, conducting legal research, and providing training and mentorship to new staff in these areas to facilitate a delegation process. Regularly engages with judicial officers and court managers/supervisors to address legal and operational issues and contributes to developing suggested policies, procedures, court rules, and forms concerning court proceedings to address recurring matters. May also oversee resentencing cases and ex parte requests, coordinate the activities of court clerks, and review court cases. Additionally, responsible for designing legal orientation training programs and fostering relationships with local law schools, paralegal programs, and other pre-law training programs.

Responds to Judicial Officer inquiries on procedural and substantive issues during trial and pre-trial hearings, including overseeing, researching, and briefing motions, evidentiary objections, jury instructions, status of case authorities cited by counsel, and points of substantive law.

Screens mail received in the Criminal Law department from inmates and defendants; determines action to be taken and prepares orders if necessary; and provides assistance and guidance to Court staff as needed.

At the discretion of Court's management, this position may be reassigned to another division based on business needs.

Working Conditions: Work is performed in an office, conference rooms, and courtrooms, with continuous contact with judicial officers, other professional or support staff, legal representatives of litigants, other staff, court users, and the public.

Physical Requirements: Sit for extended periods; correct hearing and vision to normal range; constant verbal communication; use of office equipment, including extended use of a laptop computer; telephone, calculator, copiers, and facsimile machines.

REQUIRED QUALIFICATIONS

Must be an active member in good standing of the California Bar, including maintaining compliance with mandatory continuing legal education (MCLE) requirements.

Five (5) years of increasingly responsible professional-level legal experience that includes litigation or legal research in support of the judiciary or a legal division, including pertinent substantive experience sufficient to direct a small group of attorneys performing legal research and attendant administrative matters or any combination of training and experience that could provide the desired knowledge and abilities.

Prior work experience in a leadership capacity and/or overseeing a small group of legal staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of supervision applicable to developing an internal group of professionals.
- Program management practices and techniques.
- Principles, practices, methods, legal research, and analysis materials.
- California statutes related to California trial court processes, Rules of Court, and Rules of Evidence.
- Civil, criminal, family, constitutional, and administrative law principles.
- Legal terms, procedures, forms, and documents used in court cases.
- Proper English usage, grammar, punctuation, vocabulary, and spelling.
- Customer service skills and techniques

Ability to:

- Supervise, train, and review the work of others.
- Organize and prioritize work assignments, including assignments with short deadlines and/or assignments due concurrently.
- Communicate effectively orally and in writing.
- Monitor and support the work of professional staff and/or support staff.
- Identify and analyze legal issues and research legal authorities, including independent research when necessary.
- Prepare and present legal analyses orally or in writing and make sound and objective recommendations for judicial action.
- Maintain a flexible and cooperative attitude when working with judicial officers, management, all court employees, outside agencies, and the public and stakeholders relevant to the unit/division.
- Handle sensitive matters with finesse and discretion and maintain confidentiality of information.

- Work under pressure to deal with emergencies, tolerate frequent interruptions, coordinate work with others, listen to arguments/discussions, and understand underlying problems/questions/concerns and respond appropriately.
- Use traditional and computerized legal research methods.
- Use computers for legal research, word processing, and communication.
- Recognize and respect the limits of authority and responsibility.
- Uphold judicial ethics.
- Work in an environment with conflicting priorities and adapt to changes.
- Accept criticism, deal calmly and effectively with high-stress situations, maintain composure, control emotions, control anger, and avoid behavior that may be considered aggressive, even under challenging conditions.

HOW TO APPLY

Interested individuals must apply online and include a valid email address where the applicant can receive future correspondence regarding this position. Applicants must submit ALL the following items:

- Superior Court of California, County of San Francisco, online employment application (fully completed). The link to the online application is available on the Court's website at <https://sf.courts.ca.gov/general-information/human-resourcesemployment>
- Resume.
- Statement of qualifications, limited to one page, only explaining why the applicant is interested in the position and qualified to perform the duties described herein. This one-page statement should succinctly describe the relative education and experience that applies to this position.
- Writing sample that does not exceed five (5) pages.

The application packet, including the resume, statement of qualifications, and writing sample, is very important to the selection process. It is recommended that applicants review the information in this announcement and on the application very carefully. Once the application has been submitted, it cannot be corrected, changed, or resubmitted. **All applications must be submitted online by the final filing date and time indicated in this job announcement.**

SELECTION PROCESS

Initial Screening:

Complete application packages received by the final filing date and time will be evaluated to determine if the applicants meet the minimum qualifications. The Court will further evaluate these documents and may interview only those applicants it deems may best meet the needs of the Court. Not all applicants will receive an interview.

Oral Interview:

Selected applicants may be interviewed to determine their relative knowledge, abilities, and skill levels in job-related areas if necessary. If interviews are scheduled, it is anticipated that they will be held in November 2024.

Qualified applicants with disabilities requiring reasonable accommodation to participate in the selection process should complete the relevant section on the employment application.

OTHER APPOINTMENT INFORMATION

Employment is subject to security clearance. Any false statement or omission of material fact may cause forfeiture of employment. Information presented on employment applications, resumes, and attachments and during the selection process is subject to verification. Employees are prohibited from engaging in activities that conflict with the interests of the Superior Court of California, County of San Francisco.

Immigration laws require all employees hired after November 6, 1986, to provide proof of work eligibility. At the time of appointment to a position, all applicants must possess a valid Social Security number and will be required to present original documents that verify citizenship or legal alien status as well as identity (such as a Social Security card and driver's license, or a green card and driver's license, or a valid U.S. passport).

THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO, IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS SHALL NOT BE FAVORED OR DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, AGE, MARITAL STATUS, PHYSICAL DISABILITY, MENTAL DISABILITY, MEDICAL CONDITION, SEXUAL ORIENTATION, GENETIC INFORMATION, UNION ACTIVITY, POLITICAL AFFILIATION, OR OTHER NON-MERIT FACTOR.

*For questions on the above information, contact the Human Resources Office
of the Superior Court of California, County of San Francisco,
(415) 551-0381.*

*This announcement and the online application are available at
<https://sf.courts.ca.gov/general-information/human-resourcesemployment>*