



SAN BERNARDINO SUPERIOR COURT
invites applications for the position of:
STAFF ATTORNEY

An Equal Opportunity Employer

SALARY: \$43.43 - \$55.55 Hourly
\$3,474.49 - \$4,444.02 Biweekly
\$7,528.06 - \$9,628.71 Monthly
\$90,336.74 - \$115,544.52 Annually

OPENING DATE: 06/12/19

CLOSING DATE: 07/03/19 05:00 PM

DESCRIPTION:

SALARY AND BENEFITS

**Our lucrative salary and benefits package for Staff Attorney is valued
Up to \$163,928 annually**

Professional Bargaining Unit Benefits and retirement reciprocity with other California Public Sector retirement plans through SBCERA

Paid Time Off	Health Benefits	Retirement	Additional Benefits
<ul style="list-style-type: none">• Up to 4 weeks Accruable Vacation• 40 hours Administrative Leave Annually• 15 Paid Holidays	<ul style="list-style-type: none">• Medical, Dental, and Vision Family Coverage Options• Flexible Benefits Subsidy of \$200 Bi-Weekly• Flexible Spending Account	<ul style="list-style-type: none">• Generous Pension• Retirement Reciprocity• 457b Options• Retirement Medical Trust Availability	<ul style="list-style-type: none">• Flexible Work Schedule• \$600 Education/Membership Reimbursement• Court Paid Short Term Disability

Under direction, a **Staff Attorney** provides professional legal services to self-represented litigants; and performs related duties as assigned.

Distinguishing Characteristics

Incumbents in the Staff Attorney classification support the court process by providing legal assistance to persons not represented by their own counsel. The focus is on the most factually complex issues of family law, unlawful detainer, small claims and guardianship. Staff Attorney is distinguished from Judicial Staff Counsel in that the latter provides legal research and direct legal services to the judiciary and court management.

ESSENTIAL FUNCTIONS:

Typical duties of a Staff Attorney may include, but are not limited to:

1. Provides professional legal assistance, in person and via telephone, email and other correspondence, to self-represented litigants; understands and analyzes each person's issues; explains applicable laws and court procedures across the areas of family law, small claims, unlawful detainer and guardianship.
2. Researches legal issues and statutory requirements to assist litigants typically regarding dissolutions, paternity, custody/visitation, child support, spousal support and Department of Child Support Services (DCSS) cases; explains legal forms and processes; provides assistance in completion of necessary forms.
3. Prepares judgments, stipulations, court orders, Orders after Hearing (OAH), and judgments as required.
4. Provides referrals to community agencies and services; confers with other legal service providers.
5. Trains and oversees program volunteers and interns; coordinates intern program with local universities and law schools.
6. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Juris Doctor (J.D.) degree, active membership in good standing in the State Bar of California, and four (4) years of experience in the practice of law; or an equivalent combination of education, training and experience. Experience providing legal services to underserved communities is highly desired.

Knowledge of:

- California judicial system and local court operations and procedures;
- Rules of evidence California statutes, Rules of Court and case law;
- Case management practices; case types and legal problems pertaining to self-help assistance;
- Legal processes and related forms;

- Problem solving and conflict resolution;
- Methods and techniques; and,
- Principles of interviewing and interpersonal communication.

Ability to:

- Analyze problems and legal issues and identify solutions;
- Apply legal principles to case facts and make appropriate decisions;
- Maintain confidentiality, exercise discretion and sound judgment;
- Organize work, set priorities and meet established guidelines;
- Work collaboratively with judges, trial court staff and external agencies; coordinate work with others;
- Communicate effectively orally and in writing;
- Understand, interpret, explain and apply a wide variety of specialized information including laws, codes, ordinances, rules, policies, forms and legal terms;
- Maintain and ensure the integrity of sensitive and confidential information;
- Operate a computer and use standard business software and a variety of complex computer software programs and databases related to area of assignment;
- Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people; and,
- Establish and maintain effective working relationships with all those encountered in the course of work.

SELECTION PROCESS:

There will be a competitive evaluation of qualifications based on the information provided in your Application and the Supplemental Questionnaire; resumes **will not** be reviewed in lieu of application materials. The most highly qualified candidates, based on the evaluation results, will be invited to a selection interview. All applications must be submitted electronically through <https://www.governmentjobs.com/careers/sanbernardinocourts>.

Background Check

All employees are fingerprinted and must pass a background check. Depending on the position, may include procurement of a consumer credit report. Information obtained will be evaluated for compatibility with court employment. Any false statement or omission of material fact may cause forfeiture to employment rights. Information presented on employment application, resumes, and during the examination process is subject to verification. Convictions depending upon the type, number and recency, may be disqualifying.

PHYSICAL CHARACTERISTICS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear, use of hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to twenty-five (25) pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with the public.

Work Environment

The employee works in an office environment where the noise level is usually quiet to moderate.

Special Requirements

A valid California Class C driver's license and the ability to maintain insurability under the court's vehicle insurance program.

REASONABLE ACCOMMODATIONS:

The Superior Court of California, County of San Bernardino is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process may contact the Human Resources Office at (909) 521-3700 or via email at HR@sb-court.org. Individuals with hearing and/or speech impairments may also contact the recruiter for this position through the use of the California Relay Service by dialing 711.

The Superior Court of California, County of San Bernardino is an Equal Opportunity Employer- M/F/D/V.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sb-court.org>

Job #19-031
STAFF ATTORNEY
JM

OUR OFFICE IS LOCATED AT:
247 W. Third St., First Floor
San Bernardino, CA 92415-0312
909-521-3700
HR@sb-court.org

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STAFF ATTORNEY Supplemental Questionnaire

- * 1. The information you provide on this questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the selection process. Be as specific as possible and include all information requested. If you do not have experience in an area, please answer "N/A". Please make sure to answer each question as clearly and concisely as possible. When responding to each question, include length of experience, employer and job title. Following an administrative review of each application and supplemental questionnaire, only the most qualified candidates will be invited to an oral interview.
- I understand the instructions above and certify that all statements made in this supplemental application are true and complete to the best of my knowledge.
- * 2. Do you have four (4) years experience in the practice of law?
- Yes No
3. If you answered "yes" on the above question, please describe your applicable work experience.
- * 4. In detail, describe your experience in dealing with a wide variety of individuals from diverse backgrounds who may be experiencing difficult and stressful situation. Specify the employer, position held and dates when describing experience.
- * 5. In detail, describe your experience in case law such as: family law, small claims, unlawful detainers, guardianship and child support, including working with clients, reviewing and researching cases, drafting memoranda and preparing court forms and pleadings.
- * 6. CALIFORNIA BAR LICENSE VERIFICATION: Upload a copy of your California bar license. You can also fax this information to : (909) 521-3644 ATTN: Recruiter; mail or bring in person to: 247 W. Third Street, First Floor, San Bernardino, CA 92415-0312. Provide your verification prior to the close of the position to receive consideration. Mark the appropriate choice below.
- I uploaded a copy of my California bar license to my application.
- I faxed a copy of my California bar license to (909) 521-3644.
- I mailed/brought in a copy of my California bar license to 247 W. Third Street, First Floor, San Bernardino, CA 92415-0312.
- * 7. EDUCATION VERIFICATION: Upload a copy of your degree(s), copy of your college transcript(s) or if applicable, a copy of certification(s) to your application. You may also fax this information to : (909) 521-3644 ATTN: Recruiter; mail or bring in person to: 247 W. Third St. First Floor, ATTN: Human Resources, San Bernardino, CA 92415-0312. Provide your verification prior to the close of the position to receive consideration. Mark the appropriate choice below.
- I uploaded a copy of my degree(s), copy of my college transcript(s) and/or copy of applicable certification(s) to my application.
- I faxed a copy of my degree(s), copy of my college transcript(s) and/or copy of applicable certification(s) to (909) 521-3644.
- I mailed a copy of my degree(s), copy of my college transcript(s) and/or copy of applicable certification(s) to 247 W. Third St. First Floor, ATTN: Human Resources, San Bernardino, CA 92415-0312.
- I do not have a degree
- * Required Question