

COURT LEGAL RESEARCH ASSISTANT

DEFINITION

Under general supervision, for a stipulated employment term as a law clerk, to perform legal work, legal research, and legal consultation for Court judicial officers and staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a support classification for the performance of legal work and research with some direct guidance and supervision. Incumbents are normally employed after graduation from an accredited law school and taking their initial State Bar certification examination. Employment in this class is for a stipulated employment term, normally not exceed one (1) year. In rare circumstances, a person may be employed for a second one (1) year term. Total employment time in this job class should not exceed two (2) years.

REPORTS TO

A Judicial Officer, Senior Court Staff Attorney, or other Court management staff, as warranted by job assignment.

CLASSIFICATIONS SUPERVISED

This not a supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Performs legal assignments and research; reviews and summarizes legal evidence, procedural history, and legal contentions in matters related to a variety of legal cases and Court calendars; researches legal authorities, including statutory and case law, appellate court decisions, and legislative history, using both traditional and computerized legal research methods; prepares memoranda for matters researched, summarizing background, identifying and analyzing factual and legal issues, and recommending disposition of legal issues for use by judicial officers; may meet with judicial officers and provide oral briefings on the results of research, as requested; may draft rulings for Court cases, including minute orders, formal orders, tentative decisions, statements of decision, and judgments for review and use by judicial officers; drafts correspondence to counsel and other concerned parties regarding matters pending before the Court; responds to judicial officer inquiries on procedural and substantive issues during trials and pre-trial hearings, including motions, evidentiary objections, jury instructions, status of case authorities cited by counsel, and points of substantive law; researches, analyzes, and formulates

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recommended policies, procedures, and forms related to court proceedings and recurring issues at the request of judicial officers, judicial committees, and court management.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; continuous contact with other staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of Criminal, Constitutional, Civil, and Administrative Law.
- California codes and statutes applicable to criminal and civil law.
- Judicial procedures and the rules of evidence.
- Legal research methods.
- Interviewing techniques.
- Computers and software used in professional legal work.

Ability to:

- Perform legal support and legal research work.
- Analyze facts and apply legal precedents and principles to assigned legal review and research work.
- Communicate effectively both orally and in writing.
- Prepare and present reports.
- Operate a computer and use appropriate software in the performance of professional legal work.
- Effectively represent the Superior Court of California, County of San Francisco with the public, petitioners, law enforcement agencies, and other government jurisdictions.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain cooperative working relationships.

Training and Experience:

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Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Completion of formal legal education sufficient to successfully pass the certification examination given by the State Bar of California.

Special Requirements:

An incumbent may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.