

CIVIL CASE SETTLEMENT SPECIALIST

DEFINITION

Under general direction, the Civil Case Settlement Specialist conducts mandatory settlement conferences for asbestos cases, California Environmental Quality Act (CEQA) cases, and unlimited civil cases, encouraging settlement prior to trial date to reduce case backlog and expedite the overall civil caseload, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a single position classification that manages both the asbestos and CEQA caseloads acting as mediator between parties in mandatory settlement conferences to bring cases to closure prior to trial date. The position may also mediate unlimited civil cases, as assigned.

REPORTS TO

The Chief Executive Officer, or designee, with technical direction from the Presiding Judge and the Judges assigned to the Asbestos and CEQA departments.

CLASSIFICATIONS SUPERVISED

This is 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.)*

Conducts mandatory settlement conferences (MCSs) to encourage parties to settle cases before trial; acts as mediator to all parties in settling cases; using technical expertise, advises parties regarding various aspects of the settlement status of the case; performs daily reviews of active cases set for trial, prepares and schedules MSCs for cases that are within 2-3 weeks from trial date; maintains constant contact the parties regarding the MSC calendar and related settlement status; updates and maintains parties' contact information list; sets settlement calendars; reviews materials from plaintiffs' submissions to determine trial readiness; establishes a matrix that charts cases by the type of disease, the demand, etc.; continually communicates with all parties in each case and assists in any way possible to bring case to settlement closure; uses all electronic means of communication with parties such as e-mail, facsimile, telephone, text messaging etc.; makes recommendations to bench regarding trial readiness and action steps for the Court to obtain case closure; and reviews Court files and related materials to gather appropriate background information.

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Superior Court of California
County of San Francisco

Class Code: 315C
Date Established: 11/15/11
Date Last Revised:

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; corrected 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.

TYPICAL WORKING CONDITIONS

Work is performed in an office, conference rooms, courtrooms; continuous contact with legal representatives of litigants, other staff and the public. This position acts as mediator in meetings with passionate litigant representatives. Often, heated discussions may occur and this position must control the meeting and bring the parties to a resolution.

DESIRABLE QUALIFICATIONS

Must be an active member in good standing of the California Bar

Training and Experience:

Five (5) years of civil litigation experience, at least three (3) years of which must have been in asbestos litigation, preferably performing settlement activities on such cases.

Knowledge of:

- Asbestos law
- Evaluation of asbestos exposure
- Asbestos litigation and verdict analysis
- Case management techniques
- California Environmental law
- Principles of Civil and Administrative Law.
- California codes and statutes applicable to asbestos, environment and civil law.
- Judicial procedures and the rules of evidence.
- Personal computers and up to date knowledge of computer software used for word processing, spreadsheet development, and legal case research and retrieval.

Ability to:

- Conduct mandatory settlement conferences in asbestos, CEQA and unlimited civil cases.
- Establish oneself as the technical expert.
- Objectively review evidence and information of cases and prepare sound recommendations pertinent to the settlement of those cases.
- Investigate and determine the settlement history of the parties.

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- Understand, interpret, and apply appropriate provisions of statutes, rules, and policies applicable to asbestos, CEQA and civil cases.
- Juggle many parties, cases and defendants at a time.
- Demonstrate extraordinary organizational skills.
- Ability to summarize cases, demands, parties and issues in a variety of forms to suit the user.
- Assess cases as to their likelihood to settle.
- Negotiate to successful conclusion.
- Prepare recommendations related to case management.
- Effectively represent the Superior Court of California, County of San Francisco.
- Demonstrate extraordinary patience with litigants and their representatives.
- Display a commanding presence and control the proceedings and the parties.
- Perform a variety of complex document and case analysis and effectively communicate findings both orally and in writing.
- Effectively use industry-standard computer software used for word processing, spreadsheets, and legal case research and retrieval.
- Learn and effectively use Court case management software.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain cooperative working relationships with judicial officers, attorneys, litigants, and Court staff.

Special Requirements:

Incumbents 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.