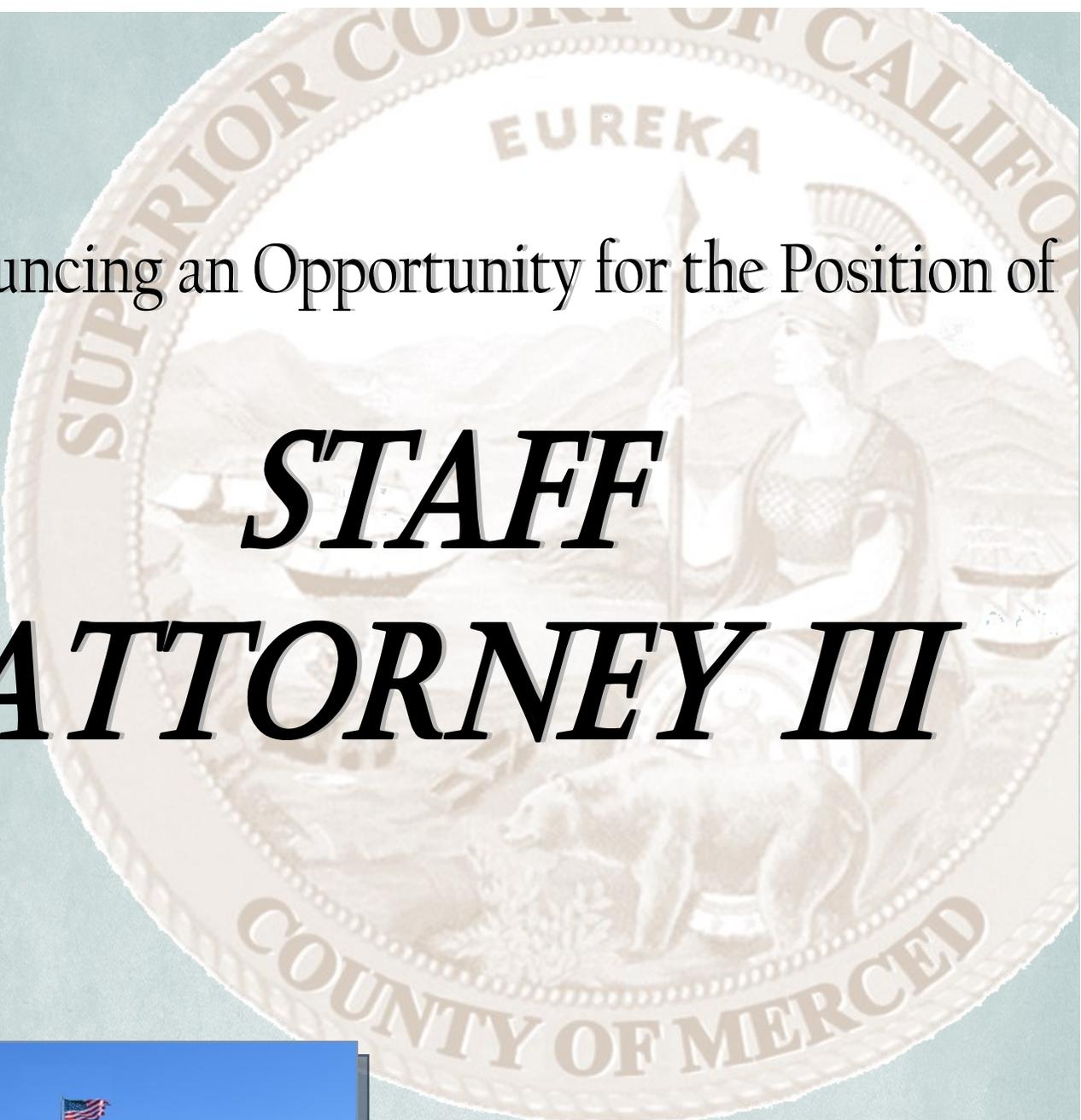


Announcing an Opportunity for the Position of

***STAFF  
ATTORNEY III***



Superior Court  
of California  
County of Merced



The Gateway to Yosemite

## *The Court*

The Superior Court of California, County of Merced (Merced Superior Court) is located in the Central Valley of California, approximately 58 miles north of Fresno and 116 miles south east of San Jose. Merced Superior Court operates three (3) courthouses located in Merced and Los Banos and a juvenile facility. The Court has ten (10) judgeships and two (2) commissioners. Merced Superior Court hears all matters in the criminal, traffic, civil, juvenile, and family law cases and employs approximately 132 support staff.

The Court's mission statement is to promote public trust and confidence in the judicial system by ensuring equal access to prompt, impartial justice and serving the community with integrity and respect. In alignment with its mission statement, Merced Superior Court has implemented new technology and methodologies to increase efficiencies, public accessibility, and to propel itself to the forefront with the available technological advances from a court setting.



## *The Community*

Merced County is located in the heart of the San Joaquin Valley of California. In 2010, according to the United States Census, the population was 255,793. The total area of Merced County is approximately 1,980 square miles.

The City of Merced serves as the County seat and is the largest of the six (6) incorporated cities, which includes Atwater, Livingston, Los Banos, Gustine, and Dos Palos.

Merced County has an excellent school system, including a community college and the University of California, Merced.

Residents of Merced County enjoy warm summer temperature highs in the 90s and winter highs averaging in the 50s. With an exceptional central location in the state, coupled with train, bus, and air services, county residents are only two hours from San Francisco, Monterey, Lake Tahoe, and Yosemite National Park.

Residents and visitors to Merced County enjoy a variety of recreational activities including the historic Castle Air Museum as well as lakes, reservoirs and wildlife wetlands.

[www.co.merced.ca.us](http://www.co.merced.ca.us)

## *The Position*

Under general direction, this professional level position coordinates the work activities of the other staff attorneys and performs difficult and complex legal research activities on behalf of the court by examining, analyzing, and interpreting available information and submitting recommendations for resolving issues before the Court. The incumbent will conduct ex parte hearings and related matters, status review conferences, and serve, as directed, as a temporary judge.

### **DISTINGUISHING CHARACTERISTICS:**

This is the advanced journey/lead worker level of the Attorney series. Incumbents may be assigned to provide highly complex work involving general research or specialties such as family law, self-help centers, or probate. Incumbents may also serve as lead workers, assigning, coordinating and monitoring the work of Attorneys and other legal staff. This class is distinguished from the lower level Attorney class in that incumbents perform more complex legal research work, demanding a higher degree of resourcefulness and knowledge.

### **ESSENTIAL FUNCTIONS**

Coordinates work activities of other staff attorneys as directed; which may include training, evaluating, and providing work assignments to other staff attorneys; assist staff with more difficult cases; meets regularly with judges to obtain information regarding operational problems, developing practices and procedures that effectively serve the bench; review and summarize evidence, procedural history, and legal contentions on complex matters before the court; identify and analyze factual and legal issues relevant to the disposition of matters; research legal authorities; brief judges (verbally and/or in writing) on research and analysis pertaining to matters before the court. identify and discuss unresolved issues necessary for the disposition of matters, and formulate dispositions; respond to judges' inquiries on procedural and substantive issues during trials and hearings. Attend and assist at trials and hearings, conduct reviews of documents at the request of judges;

prepare pleadings, written legal reports, opinions, briefs, appeals, and other legal documents in connection with trials, hearings, and other legal proceedings; may serve as legal adviser to the court judicial officers, staff, or judicial committees on specific difficult and complex matters before the court; may assist with the drafting of legislative measures and other legal work required by the court; confer with counsel and other parties, conduct informal hearings, and review case files, legal documents and exhibits; conduct ex parte hearings; approve ex parte orders/applications; conduct status review conferences in civil matters; respond to citizen complaints; serve as Court's Alternative Dispute Resolution (ADR) Representative by reviewing rules, policies, etc. and coordinating the implementation of the program and any changes; serve, as needed, as a temporary judge, in compliance with the limits of California Rule of Court 880; attend training as offered and/or directed; travel to off-site courts, as needed; must work well under pressure, meeting multiple and sometimes conflicting deadlines; must, at all times, demonstrate cooperative behavior with co-workers, and management; follow Court Rules and Regulations, Safety Procedures and Court Code of Ethics; maintain professional appearance and demeanor; other duties as assigned.

### *The Ideal Candidate*

The ideal candidate is an experienced attorney with a specialization in criminal law. The candidate must possess knowledge of administrative procedures involved in legal issues; legal principles and practices, including Civil, Probate, Family, Criminal, Juvenile, Writs and Appeals; Constitutional and Administrative laws and procedures, research methods; rules of evidence; the Codes of the State of California; current critical court decisions impacting law and motion issues; and modern public personnel and finance administration.

## *Qualifying Experience and Education*

Education: Graduation from an accredited law school.

Experience: Five (5) years of work experience as a practicing licensed attorney—*emphasis placed on criminal experience.*

License, Certification and/or Special Requirements: Active membership in the State Bar of California; a valid class C California driver's license may be required. The requirement will be reviewed on a position basis in accordance with ADA regulations.

## *Application Process*

### **Recruitment # 16-5**

This recruitment is *Open Until Filled.*

Completed applications must be submitted to:

Merced Superior Court  
627 W. 21st Street  
Merced, CA 95340

Official applications can be accessed by visiting our website at [www.mercedcourt.org](http://www.mercedcourt.org). The application package must include:

- Cover letter
- Signed employment application
- Resume

Emailed or faxed applications will not be accepted. Applications must be legible, signed and complete. Applications will be accepted on a continuous basis until a sufficient number of applications are received.

Merced Superior Court is an *Equal Opportunity*



## *Compensation & Benefits*

The annual salary range for the Staff Attorney III is \$94,182.40 to \$114,504 per year. Placement within the range will depend on a candidate's experience and salary history. In addition, the salary is supplemented by a generous benefit package that includes the following:

Health Insurance: Major group medical, dental and vision currently paid for by the Court for the employee and medical, dental and vision care for eligible dependents with 50% of the premium paid by the Court.

Vacation:

10 days paid vacation each year for the first 5 years of employment

15 days accrual during the second 5 years

20 days accrual after 10 years

25 days accrual after 20 years

Management Leave: 12 paid days off (96 hours) per fiscal year. Management Leave does not accrue from year to year nor can it be cashed out in lieu of taking time off.

Holidays: 14 paid holidays

Life Insurance: \$5,000 with premium paid by Court PLUS additional life insurance provided by Court (\$30,000 to \$80,000 depending on position).

Retirement: Court employees are covered by the Merced County Employees' Retirement Association (MCERA), a Defined Benefit Retirement System governed by the County Employees' Retirement Act of 1937.

Deferred Compensation Plans: Optional deferred compensation 457.

Other Benefits: Employee Assistance Program (EAP), IRS Section Program—provides tax savings for insurance costs, dependent care costs and unreimbursed medical expenses, and short and long term disability policy.