**October 2018**
**FLSA: EXEMPT**
**CLASS CODE: 90527**

# LEGAL RESEARCH ATTORNEY SUPERVISOR

## DEFINITION

Under general direction, plans, directs, administers, supervises, and participates in the daily operations and activities of a variety of legal research functions to San Joaquin Superior Court Judges and the Court, including conducting complex legal research and providing legal consultation for Court judicial officers and staff and reviewing court documents and filings for compliance with legal mandates; performs related work as assigned.

## SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Court Executive Officer. Exercises direct and general supervision over assigned Legal Research Attorneys.

## CLASS CHARACTERISTICS

This is the full supervisory-level class in the legal research area that exercises independent judgment on diverse and specialized legal research functions and has significant accountability and ongoing decision-making responsibilities associated with the work. The incumbent organizes and oversees day-to-day legal research activities, preparing tentative decisions and rulings, and assisting judges in researching and resolving legal questions, and is responsible for providing professional-level support to San Joaquin Superior Court Judges and the Court in a variety of areas. Responsibilities include oversight of the legal research function, in addition to performing complex legal research, identifying and analyzing legal and factual issues. This class is distinguished from the Legal Research Attorney in that the latter has no supervisory authority in the legal research area nor responsibilities for organizing and overseeing day-to-day legal research activities for the legal research function.

## EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of research staff in the legal research function; trains staff in work procedures; provides policy guidance and interpretation to staff; as part of a panel, evaluates employee performance and works with employees to correct deficiencies; recommends and implements disciplinary procedures; assists in selection and promotion.
- Monitors activities of the assigned work unit; recommends improvements and modifications and prepares various reports on operations and activities, including workload and workflow statistics.
- Determines and recommends staffing needs for assigned activities and projects; distributes work to others and establishes research unit policies and procedures.

- Performs complex legal research, identifies and analyzes legal and factual issues presented to the Court by litigants under state and federal case law, statutes, ordinances and regulations; drafts advisory memoranda and recommendations, findings, judgments and orders.
- Reviews Demurrers, Motions to Strike, Motions for Judgment on the Pleadings and Anti-SLAPP Motions, Oppositions and Reply Briefs; analyzes and summarizes arguments and evidence submitted by attorneys and independently researches and identifies legal issues necessary to provide recommendations to the Court.
- Reviews Motions for Summary Judgment and Adjudication, Oppositions and Reply Briefs; summarizes and analyzes arguments and evidence submitted by attorneys.
- Prepares recommendations on written evidentiary objections and requests for judicial notice.
- Attends hearings, prepares supplemental analysis and drafts proposed decisions.
- Reviews and assesses petitions for Writs of Habeas Corpus, Mandate and Coram Nobis and provides recommendations to the Court.
- Reviews and assesses appeals and responses to the Appellate Division of the Superior Court, including factual and procedural history of cases; analyzes legal points to provide recommendations to Appellate Division.
- Confers with Judges and Court staff on procedural matters; advises the Court on legal aspects of administrative and operational issues; prepares memoranda summarizing legislative/judicial actions or trends and other matters not directly related to caseload.
- Performs other related duties as assigned.

## QUALIFICATIONS

**Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures including California Rules of Court, other California codes and court rules.
- Complex legal principles, issues, and practices, including specific government operations and relevant legal issues.
- Court procedures and rules of evidence.
- Methods of legal research, including computer research.
- Principles and practices of data collection and report preparation.
- Business mathematics and basic statistical techniques.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

**Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, select, train, motivate, and evaluate the work of staff.
- Plan, organize, administer, coordinate, review, evaluate, and personally participate in comprehensive legal research functions.
- Analyze legal principles and precedents and apply them to complex legal and administrative problems.
- Conduct research on complex legal problems and prepare sound legal opinions.
- Prepare accurate and effective reports, policies, procedures, and other written materials.

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Identify potentially relevant or dispositive issues not addressed by parties and analyze them.
- Present statements of fact, law and argument clearly and logically in written and oral form.
- Draft findings, opinions and ruling(s).
- Research, analyze, interpret and understand conflicting statutory, Constitutional and case law.
- Use English effectively to communicate in person, over the telephone and in writing.
- Work well under pressure and complete projects for deadlines.
- Write accurate and well-analyzed opinions for the Court which may be relied upon and used by the Appellate and Supreme Courts in decisions which determine new law.

**Education and Experience:**

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

Equivalent to possession of a Juris Doctorate degree from an accredited school of law, and five (5) years of increasingly responsible experience in the practice of law, including experience in supervising attorneys.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a valid California State Bar license.

## PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

## ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.