

~ **About the Butte County Superior Court** ~

Our mission is to create a court environment deserving of community respect by: resolving disputes according to law; ensuring and protecting peoples' rights; taking a leadership role in preserving order in society; and providing exceptional, accessible, and fair justice service to all.

Butte County Superior Court is located in beautiful Northern California. The natural beauty and quality of life afforded Butte County residents is truly exceptional.

The Court operates two courthouses located in Oroville and Chico. The bench is comprised of 11 judges and 2 court commissioners. The court employs approximately 120 support staff. The Hon. Kristen Lucena is the court's Presiding Judge. The Court Executive Officer is Ms. Kimberly Flener.

~ **Excellent Benefits Package** ~

- CalPERS retirement 2% @ 62– new; 2% @ 55 - classic
  - Court contributes 50% of the employee's share
- Annual Time Off
  - 13 Holidays
  - 12 Sick days
  - 3 weeks of vacation per year – increases with longevity
- Choice of 4 Health Insurance Plans (HMO/PPO)
- Dental & Vision Plans
- Life Insurance - \$25,000 paid by the Court - additional coverage available at reasonable rates
- ICMA 457 Deferred Compensation Plan
- Flexible Spending Section 125 Account (health/dependent care)
- Employee Assistance Program

Butte County Superior Court

**SUPERIOR COURT  
OF CALIFORNIA**



Announces  
Employment Opportunity For:

***Court Staff Attorney I/II***

**Annual Salary:**

Attorney I Level: \$65,856 - \$80,040  
Attorney II Level: \$74,220 - \$90,204  
Plus Excellent Benefits Package

**Recruitment Period  
Extended to 11/14/2014**

Filing Deadline: 11/14/2014 @ 4:00 pm



*An Equal Opportunity Employer*

### **The Position**

Under general direction of the Court Executive Officer, or his/her designee, this professional level position performs high quality and complex work in analyzing a variety of legal matters including, but not limited to: Civil law and motion, Probate, Family, Criminal, Juvenile, Writs and Appeals; conducts legal research; provides legal information to the Court; and performs related duties as assigned.

### **Distinguishing Characteristics**

Staff Attorney I is a journey level classification in which incumbents analyze a variety of legal matters for the Court.

Staff Attorney II is distinguished by the assignment of the most difficult cases which involve the most complex legal research and interpretation. May coordinate schedules and assignments to ensure work flow issues are handled effectively.

### **Essential Job Functions**

- Provides legal information to the Court
- Prepares legal documents, opinions, memoranda, rulings and orders
- Conducts legal research
- Writes correspondence and reports
- Advises judicial officers and employees of the Court on legal questions pertaining to their respective powers, duties, functions, and obligation
- Verbally briefs judicial officers
- Prepares and posts Tentative Rulings for law and motion calendars, as directed by the Court
- Keeps current on developments in the law
- Implements new programs, policies, and procedures as required
- Trains personnel, as assigned (Level II only)
- Works cooperatively, as assigned, with judicial officers and Court personnel

### **The Ideal Candidate Possesses**

#### **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; trial procedures, research methods; rules of evidence; the Codes of the State of California
- Current critical court decisions impacting law and motion issues
- Modern public personnel and finance administration
- Principles and practices of training are also necessary for the level II classification

#### **Ability to:**

- Perform legal research
- Analyze and apply legal principles, facts, evidence and precedents to complex legal problems
- Present law, facts, evidence and arguments clearly and logically in written and oral form
- Deal effectively and tactfully with the public, coworkers, and judicial officers
- Perform complex analysis in stressful and time-sensitive situations
- Handle sensitive or confidential legal matters on behalf of the Court
- Type accurately at a speed sufficient to perform assigned duties; operate a variety of office equipment including computer
- Conduct extensive online research
- Work successfully in a team environment
- Train and give assistance to subordinate personnel is necessary for the level II classification

### **Minimum Qualifications**

#### **Education & Experience**

- Possession of a Juris Doctor (J.D.) degree from an accredited law school
- Level I: three (3) years of experience in the practice of law preferably with emphasis in civil law and extensive law and motion practice

Level II: one (1) year of experience performing the duties of a Superior Court Staff Attorney I; OR four (4) years of experience in the practice of law, preferably with emphasis in civil law and extensive law and motion practice

#### **Special Requirement**

Active member in the State Bar of California

#### **Other Requirements**

- This position requires, as a condition of continued employment, that the employee either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a qualified charity.
- Candidates must pass a pre-employment medical examination, background and reference check, and fingerprinting through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).
- All offers of employment are contingent upon submission of documents verifying identity and authorization to work in the United States, in accordance with the Immigration and Naturalization Control Act of 1986. (E-Verify)

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Butte County Superior Court Human Resources Office at (530) 532-7013.*

### **Application Process**

Submit your completed Court application and responses to the Supplemental Questions to:

**Superior Court of California,  
County of Butte  
Human Resources Department  
One Court Street  
Oroville, CA 95965**

Application materials may be obtained online at: [www.buttecourt.ca.gov](http://www.buttecourt.ca.gov) or by calling (530) 532-7103. Supplemental questions **must** be submitted along with your application for employment consideration. A resume and/or attachments to the application are encouraged. Faxed applications will be accepted at 530-532-7291 followed by the submission of the original signed application within 7 days of the final filing deadline of 11/14/2014 @ 4:00 pm.

### **Selection Process**

The application is the first step in the examination process, as the information you furnish will be used to determine your qualifications.

It is important that your application is completed and shows all relevant experience and education. List all relevant jobs regardless of duration, including part-time and volunteer work which relate to the specific minimum qualifications. Please be sure you clearly detail your qualifying education, training and experience to allow for comprehensive review.

Following a review of the application materials, the most qualified candidates will be invited to interview with a selection committee *tentatively scheduled for late November*.

#### **An Equal Opportunity Employer**

*Butte Superior Court does not discriminate on the basis of race, color, sex, marital status, sexual orientation, religious creed, age, national origin, ancestry, military/veteran status, gender, genetic information, medical condition or physical or mental disability. If you require reasonable accommodation you may call the Court H.R. office at (530) 532-7013.*

Butte County Superior Court  
COURT STAFF ATTORNEY I / II

## Supplemental Questions

This supplemental questionnaire, the research and writing exercise and the required Court employment application will be the basis for a competitive evaluation of qualifications. Briefly address each item by highlighting the major points you believe are most important and type or print your responses on a separate sheet of paper. **Please make sure that your name and date are printed on each page.**

1. Describe the experience you have in the following areas:
  - a. Civil law and motion pleadings; Summary Judgments and Demurrers
  - b. Arguing law and motion matters before a bench officer
  - c. Default judgments
  - d. Drafting and arguing appeals
  - e. Criminal
  - f. Probate
  - g. Juvenile and Family law
  - h. Trials. How many and what type?
  
2. Describe your experience working with Judges. What have you learned from this?
  
3. Describe the steps you would take if you believe you have fully and accurately researched an issue and the judge rejects your recommendation. What would you do if you were then asked to write your tentative decision in accordance with the judge's decision?

I, the undersigned, declare that all the responses to this questionnaire have been prepared by me and represent my independent work. I understand that all information provided may be subject to verification and reference.

Print Full Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Butte County Superior Court**  
**COURT STAFF ATTORNEY I / II**

**RESEARCH AND WRITING EXERCISE**

**GENERAL INSTRUCTIONS:**

This research and writing exercise is intended to assist the court in selecting applicants who will be invited to interview. The final product should be in the form of a confidential memorandum addressed from the applicant to the Judge, giving your opinion with supporting analysis of relevant authority on the issues arising from the facts presented. Limit your response to no more than three pages of double-spaced, 12 point type.

**EXERCISE**

Plaintiff secures a million dollar jury verdict against defendant based on defendant's breach of an implied contract to pay plaintiff for landscaping services. The court timely entered judgment, although no notice of entry of judgment was mailed to the parties. Defendant filed a notice of appeal 60 days after entry of judgment. Four months after entry of judgment, and two months after the notice of appeal was filed, plaintiff files a motion for costs and attorney's fees in the superior court. Does the superior court have jurisdiction to assess the motion, and, if so, was the motion timely filed? Does plaintiff have a right to either costs or attorney's fees or both under the circumstances?