



Superior Court of California

County of San Francisco

Administrative Office, 400 McAllister Street, Room 205, San Francisco, CA 94102

EMPLOYMENT OPPORTUNITY

LEGAL RESEARCH ASSISTANT (LAW CLERK)

(Class Code 0676)

One year appointments only.

The Superior Court of California, County of San Francisco, invites applications from third-year law students or law school graduates interested in a one-year, temporary law clerk position with the Court.

FINAL FILING DATE: 4:00 p. m., Friday, February 22, 2019

COMPENSATION: \$76,440 annually (\$2,940 biweekly)*

The Court offers a generous benefits package including a variety of health and dental insurance plans, paid sick leave, and holiday pay.

*Appointments are made at the first step of the salary range with subsequent increases annually up to the top step of the salary range. All salaries are subject to payroll deductions.

EXAMPLES OF DUTIES

Legal Research Assistants are generally assigned as law clerks in the Criminal Division or Civil Division (including the departments of the Presiding Judge, Probate, Family, Law and Motion, Asbestos, general Civil, the Housing Court, Complex Litigation, or the Appellate Division). Incumbents provide legal research, briefing memos, and statements of decision to applicable bench officers.

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

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.

REQUIRED QUALIFICATIONS

Applicants must be in their third year of law school with the anticipation of graduating from law school prior to June 30, 2019 or otherwise be a law school graduate by that date. Candidates must take the July 2019 California Bar exam or be an active member of the California Bar. Applicants must be skilled in legal writing and research. For all positions, applicants should be able to type, use computer equipment, and should be acquainted with the use of Lexis and Westlaw.

HOW TO APPLY

Interested individuals must apply electronically and include a valid email address where the applicant can receive future correspondence regarding the position.

The required complete application package must include **all the following documents:**

- Superior Court of California, County of San Francisco, online employment application (fully completed). The link to the online application is available on the Court's website at <http://sfsuperiorcourt.org/general-info/hr>.
- Resume, including law school activities and related work experience.
- Law school transcripts.
- Three letters of recommendation.
- A writing sample of not more than three pages in length.

The Court would prefer that all of the documents listed above be submitted by the applicant as one complete package, if possible. The Court will not be responsible for individually submitted material that becomes separated from the application package from an applicant. Failure to comply with the submission of all of these required documents may result in automatic disqualification from consideration.

The required documents are very important to the selection process. It is recommended that applicants review the material in this announcement and on the application very carefully. Once the application has been submitted, it cannot be corrected, changed or resubmitted. **All applications must be submitted electronically by the final filing date and time indicated above.**

Documents that must be submitted separate from the application package can be sent to:

Human Resources / LRA
Superior Court of California, County of San Francisco
400 McAllister Street, Room 205
San Francisco, CA 94102-4512

SELECTION PROCESS

Initial Screening:

Applications received by the final filing date and time will be evaluated to determine if the application package is complete, as required, and that the candidate meets the minimum qualifications, as previously stated. Only those candidates who submit a complete application package and who meet the minimum qualifications will be considered for an oral interview. The Court will further evaluate applications and select for interview only those candidates it deems may best meet the needs of the Court. Not all applicants will be scheduled for an interview.

Oral Interview:

Selected candidates will be interviewed by representatives of the Court to determine their relative knowledge, ability, and skill levels in job related areas. It is anticipated that interviews will be conducted in mid to late April 2019.

Qualified candidates with disabilities requiring reasonable accommodation to participate in the selection process should complete the relevant section on the employment application.

APPOINTMENT INFORMATION

Appointments to these temporary positions are for one year only.

It is anticipated that selected candidates will begin working in September 2019.

Employment is subject to security clearance. Any false statement or omission of material fact may cause forfeiture of employment. Information presented on employment applications, resumes, attachments, and during the selection process is subject to verification. Employees are prohibited from engaging in activities which conflict with the interests of the Superior Court of California, County of San Francisco.

At the time of appointment to a position, all individuals must possess a valid Social Security number. Immigration laws require that all employees hired after November 6, 1986, must provide proof of work eligibility. At the time of employment, applicants will be required to present originals of documents which verify citizenship status or legal alien status as well as identity (such as a social security card and driver's license, or a green card and a driver's license, or a valid passport).

THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO, IS AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS SHALL NOT BE FAVORED OR DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, AGE, MARITAL STATUS, PHYSICAL DISABILITY, MENTAL DISABILITY, MEDICAL CONDITION, SEXUAL ORIENTATION, GENETIC INFORMATION, UNION ACTIVITY, POLITICAL AFFILIATION, OR OTHER NON-MERIT FACTOR.

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*For questions on any of the above information, contact the Human Resources Office
of the Superior Court of California, County of San Francisco,
(415) 551-0381.*

*This job announcement and the application are available at
<http://sfsuperiorcourt.org/general-info/hr>.*