



SAN BERNARDINO SUPERIOR COURT
invites applications for the position of:

MANAGING PROBATE ATTORNEY

An Equal Opportunity Employer

SALARY: \$59.83 - \$76.57 Hourly
\$4,786.61 - \$6,125.43 Biweekly
\$10,370.99 - \$13,271.77 Monthly
\$124,451.86 - \$159,261.18 Annually

OPENING DATE: 04/26/19

CLOSING DATE: 05/17/19 05:00 PM

DESCRIPTION:

SALARY AND BENEFITS

**Our lucrative salary and benefits package is valued
Up to \$232,376. Annually
Plus**

Future Salary Increases of 3% per year through September 2020

<i>Exempt Group C Benefits and retirement reciprocity with other California Public Sector retirement plans through SBCERA</i>			
Paid Time Off	Health Benefits	Retirement	Additional Benefits
<ul style="list-style-type: none">•Up to 4 weeks accruable vacation•80 hours Administrative Leave annually•15 Paid Holidays•12 days Sick Leave with unlimited accrual	<ul style="list-style-type: none">•Medical, Dental and Vision family coverage options•\$200 additional flex dollars bi-weekly•Flexible Spending Account with up to \$500 court match	<ul style="list-style-type: none">•Retirement Reciprocity•401k with court match up to 8%•457b options•Retirement Medical Trust Fund availability	<ul style="list-style-type: none">•Flexible Work Schedule•\$1000 annual Education/Membership Reimbursement•Health Club Membership Reimbursement•Cell Phone Allowance•Court paid Long & Short Term Disability

The Superior Court of California, County of San Bernardino – Probate Department is seeking one (1) well-qualified, highly-motivated leader, with vast Probate knowledge. This position will remain open until May 17, 2019 at 5:00 PM. The Managing Probate Attorney position is located in our state-of-the-art San Bernardino Justice Center in San Bernardino, just off Interstate 215.

A Managing Probate Attorney plans, manages, reviews and evaluates the work of assigned staff engaged in probate related matters; analyzes and advises the court on probate law matters; and, performs related duties as assigned.

Distinguishing Characteristics

A Managing Probate Attorney supervises the functions and operations of Probate Examiners and probate related Judicial Staff Counsel III staff. This single-incumbent classification is responsible for training, preparing performance evaluations and giving feedback to staff to improve employee performance. Incumbents participate in the assessment of workflow within the probate department and assist in developing procedures, policies and guidelines. The Managing Probate Attorney analyzes and advises the court on matters of probate law and responds to procedural questions from attorneys and litigants. The incumbent is also responsible for the development of procedures and processes concerning probate cases and may also perform examinations of probate matters as required, particularly those matters characterized as exceptionally difficult and/or complex cases. The incumbent is expected to exercise considerable discretion in carrying out responsibilities independently and with a thorough understanding of court operations.

The Managing Probate Attorney is distinguished from the Probate Manager in that the incumbent in the latter class is responsible for managing the work and operations of the Probate Department. The Managing Probate Attorney has

the primary responsibility for analyzing and advising the court on the most complex matters concerning probate law, procedure, and policy, as well as supervises the functions of all levels of Probate Examiners.

ESSENTIAL FUNCTIONS:

Typical duties of the Managing Probate Attorney may include, but are not limited to:

1. Leads, organizes, assigns, schedules, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve assigned unit objectives; participates in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with department standards; prepares and maintains a variety of records and reports.
2. Interviews and participates in selecting new unit staff; supervises and evaluates staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides training, coaching and mentoring for performance improvement; recommends performance recognition when warranted; with management concurrence, implements the progressive discipline process to address performance deficiencies, in accordance with Personnel Plan Policies and labor contract agreements.
3. Tracks calendar sizes and complexity of assigned cases to ensure that workload is assigned equitably among assigned staff; researches and answers inquiries from attorneys and litigants regarding procedural case issues and court policies; researches and drafts probate notes and legal memoranda related to complex legal issues in specialized areas of probate law, including decedents' estates, wills, trusts, conservatorships, and guardianships.
4. Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the court's mission, objectives and values regarding teamwork, mutual trust and respect; applies best practices and quality assurance processes to assigned areas of responsibility; enforces the maintenance of safe working conditions and ensures safe work practices are followed by staff.
5. Reviews probate-related documents, including all submissions in probate proceedings; examines petitions associated with probate proceedings, analyzes and interprets complex legal issues, identifies any legal deficiencies, and recommends rulings by the court.
6. Reviews, summarizes, and recommends dispositions on ex-parte petitions and obtains judicial officers' signatures on ex-parte orders under tight time constraints; reviews and makes recommendations for disposition of drop-off ex-parte submissions; reviews and approves or rejects proposed orders submitted by attorneys or litigants.
7. Supervises and participates in the day-to-day operations of assigned staff; sets and adjusts short-term priorities; provides advice and counsels or instructs subordinates on assignments and administrative matters; ensures work is distributed and completed in a timely manner.
8. Assists with and/or conducts research on special projects requested by judicial officers or court management; maintains liaison with staff, judges, management and other departments or agencies; confers with judicial officers, attorneys, and the public regarding probate issues and related jurisdictional, procedural, and legal requirements.
9. Prepares and coordinates a variety of work reports and records; attends meetings; schedules and maintains mandatory training records for section staff; represents the section/department with other divisions, departments and vendors.
10. May represent the court in meetings and conferences with judicial officers, managers, executive staff and other justice partners; may participate in policy, research and planning committees at the local, regional, state and national levels.
11. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Juris Doctor (J.D.) degree, active membership in good standing with the State Bar of California, and five (5) years of experience in the practice of probate law including three (3) years of leadership, supervision or related experience overseeing a department; or an equivalent combination of education, training and experience.

Experience in a trial court is highly desirable.

Knowledge of:

- The California Probate Code, applicable provisions of the California Civil Code, California Code of Civil Procedures, Revenue and Taxation Code, and rules/policies promulgated by the Judicial Council and Superior Court which pertain to probate matters;
- Principles of administration, effective supervision, organization and legal office management;
- Current federal, state and rules of court pertaining to Probate;
- Legal research methods including online sources and other automated methods;
- Legal resources and community-based organizations and referral services;
- Principles and practices of sound business and legal communication;
- Correct English usage, including spelling, grammar and punctuation; and,

- Current California law and Government Code provisions affecting the trial courts.

Ability to:

- Plan, supervise, assign, review and evaluate the work of employees engaged in analyzing and advising the court on matters of probate law and procedure;
- Perform supervisory responsibilities, including leading, coaching, developing logical and efficient unit plans, establishing priorities, monitoring and managing task completion, anticipating and avoiding problems and working collaboratively with team members.
- Perform advanced legal research, analyze problems, evaluate alternatives and develop sound, expert conclusions and recommendations;
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules, and policies;
- Communicate clearly and effectively both orally and in writing to diverse audiences and facilitate understanding/agreement;
- Organize, set priorities and exercise sound, independent judgment within areas of responsibility;
- Understand, interpret, explain and apply local, state and federal policies, laws and regulations applicable to probate proceedings;
- Represent the court effectively in dealings with other employees, state and county employees, court appointees and the public;
- Present proposals and recommendations clearly, logically and persuasively;
- Operate a computer and use standard business software and a variety of complex computer software programs and databases related to area of assignment;
- Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people; and,
- Establish and maintain effective working relationships with all those encountered in the course of business.

SELECTION PROCESS:

Following an administrative review of each application, supplemental application and resume, only the most qualified candidates will be invited to an oral interview. Top ranked candidates will be interviewed and references will be contacted following candidate approval.

Background Check:

All employees are fingerprinted and must pass a background check. Depending on the position, may include procurement of a consumer credit report. Information obtained will be evaluated for compatibility with Court employment. Any false statement or omission of material fact may cause forfeiture to employment rights. Information presented on employment application, resumes and during the examination process is subject to verification. Convictions depending upon the type, number, and recency, may be disqualifying.

PHYSICAL CHARACTERISTICS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to twenty-five (25) pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with the public.

Work Environment

The employee works in an office environment where the noise level is usually quiet to moderate.

REASONABLE ACCOMMODATIONS:

The Superior Court of California, County of San Bernardino is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process may contact the Human Resources Office at (909) 521-3700 or via email at HR@sb-court.org. Individuals with hearing and/or speech impairments may also contact the recruiter for this position through the use of the California Relay Service by dialing 711.

The Superior Court of California, County of San Bernardino is an Equal Opportunity Employer- M/F/D/V.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sb-court.org>

Job #19-021
MANAGING PROBATE ATTORNEY
JM

OUR OFFICE IS LOCATED AT:
247 W. Third St., First Floor
San Bernardino, CA 92415-0312
909-521-3700
HR@sb-court.org

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MANAGING PROBATE ATTORNEY Supplemental Questionnaire

- * 1. The information you provide on this questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the selection process. Be as specific as possible and include all information requested. If you do not have experience in an area, please answer "N/A". Please make sure to answer each question as clearly and concisely as possible. When responding to each question, include length of experience, employer and job title. Following an administrative review of each application and supplemental questionnaire, only the most qualified candidates will be invited to an oral interview.
 I understand the instructions above and certify that all statements made in this supplemental application are true and complete to the best of my knowledge.
- * 2. In detail, describe your knowledge and/or experience in preparing or reviewing petitions for probate, probate accountings, or other pleadings in decedent estate administration proceedings or summary probate proceedings. Please include employer, job title and length of experience.
- * 3. In detail, describe your experience in making recommendations for the implementation of procedures and policies to ensure quality of work and/or increased effectiveness. Please include employer, job title, and length of experience.
- * 4. In detail, describe your experience in leading people, including but not limited to: leading change, leading a program, training and development, mentoring of supervisory and non-supervisory staff, and planning, distributing, coordinating and assigning work through subordinate staff. Specify the number and level(s) of subordinate staff. Please include employer, job title, and length of experience.
- * 5. In detail, describe your experience in leadership responsibilities. Include the number and level(s) of subordinate staff, completions of performance evaluations, training, coaching/mentoring, disciplinary actions, progressive discipline, and grievance procedures.
- * 6. In detail, describe your experience in planning and organizing the work performed by legal professionals and paraprofessionals.
- * 7. CALIFORNIA BAR LICENSE VERIFICATION: Upload a copy of your California bar license. You can also fax this information to : (909) 521-3644 ATTN: Recruiter; mail or bring in person to: 247 W. Third Street, First Floor, San Bernardino, CA 92415-0312. Provide your verification prior to the close of the position to receive consideration. Mark the appropriate choice below.
 - I uploaded a copy of my California bar license to my application.
 - I faxed a copy of my California bar license to (909) 521-3644.
 - I mailed/brought in a copy of my California bar license to 247 W. Third Street, First Floor, San Bernardino, CA 92415-0312.

* 8. EDUCATION VERIFICATION: Upload a copy of your degree(s), copy of your college transcript(s) or if applicable, a copy of certification(s) to your application. You may also fax this information to : (909) 521-3644 ATTN: Recruiter; mail or bring in person to: 247 W. Third St. First Floor, ATTN: Human Resources, San Bernardino, CA 92415-0312. Provide your verification prior to the close of the position to receive consideration. Mark the appropriate choice below.

I uploaded a copy of my degree(s), copy of my college transcript(s) and/or copy of applicable certification(s) to my application.

I faxed a copy of my degree(s), copy of my college transcript(s) and/or copy of applicable certification(s) to (909) 521-3644.

I mailed a copy of my degree(s), copy of my college transcript(s) and/or copy of applicable certification(s) to 247 W. Third St. First Floor, ATTN: Human Resources, San Bernardino, CA 92415-0312.

I do not have a degree

* Required Question