

	JUDICIARY OF GUAM	HUMAN RESOURCES OFFICE JOB STANDARD
CLASSIFICATION TITLE: ASSISTANT STAFF ATTORNEY (Supreme Court)		ESTABLISHED DATE:
PAY PLAN: Attorney Pay Plan		POSITION STATUS: ☐ Classified ☒ Unclassified ☒ FT ☐ PT
FLSA CATEGORY: ☒ Exempt ☐ Non-Exempt		EEO CATEGORY: Professional
REPORTS TO: STAFF ATTORNEY, SUPREME COURT		APPROVED BY: DANIELLE T. ROSETE, Administrator of the Courts 

NATURE OF WORK:

This position emphasizes professional legal work in performing a variety of complex legal functions by serving on the Supreme Court's research and writing team and assisting the Staff Attorney in providing mentorship and guidance to law clerks.

This position effectively advises and assists with legal issues before the Supreme Court and contributes to the development of law clerks.

The Assistant Staff Attorney is distinguished from other law clerks by their collaborative role and additional responsibilities, supporting the Staff Attorney and fostering the growth and effectiveness of law clerks.

ESSENTIAL FUNCTIONS: *(This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this position. Duties, responsibilities and activities may change at any time with or without cause.)*

Researches issues raised in appellate briefs, special writs, and motions using legal research tools, including computer databases, local statutes, legislation, and cases from Guam and other jurisdictions; prepares bench memoranda and draft opinions; assists justices with research and writing tasks as assigned.

Edits and reviews draft opinions and draft orders, ensuring arguments are valid, sources are cited correctly and in proper format, and conclusions are legally sound.

Assists the Staff Attorney in mentoring and guiding law clerks in the performance of legal research and drafting of bench memoranda, draft opinions, and draft orders; provides feedback to law clerks on written drafts and develops their research, writing, and analytical skills.

Supports the Staff Attorney in planning, reviewing, and coordinating the work of law clerks and legal interns; assists in the regular review and update of training materials; assists in case flow management and tracking.

Supports the Staff Attorney in planning and coordinating civics and law-related educational outreach.

Participates in judiciary subcommittee work, researching and drafting rules, attending meetings, and consulting with committee members.

Serves in an acting capacity as Staff Attorney or Clerk of Court in their absence, as appointed by the Chief Justice.

Adheres to and complies with all promulgated policies, standards, procedures and codes of ethical conduct.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES & SKILLS:

Knowledge of court rules, policies, and procedures, including Guam Rules of Court and analogous rules from other jurisdictions.

Knowledge of legal research methods and techniques.

Knowledge of use of legal reference works, including case law and statutory law.

Ability to analyze complex legal problems and apply legal principles and practices; draft clear and concise memoranda and legal opinions.

Ability to maintain mental stamina under time constraints and professional standards.

Ability to establish and maintain effective working relationships with judicial officers, court staff, and others.

Ability to mentor, train, and guide law clerks.

Ability to perform administrative tasks, including maintaining statistics and tracking/reporting work.

Ability to communicate effectively both orally and in writing with judges, court personnel, court security, and patrons.

Skill in applying sound judgment, logic, and analytical reasoning when reviewing and analyzing legal issues.

PREFERRED EDUCATION, EXPERIENCE & TRAINING:

Graduation from a law school in the United States, its territories or possessions which is accredited by the American Bar Association, plus four (4) years of experience as an attorney, with demonstrated ability to work collaboratively and provide mentorship.

REQUIRED LICENSE:

License to practice law on Guam.