



EMPLOYMENT OPPORTUNITY

PEOPLE OF COLOR, WOMEN AND INDIVIDUALS WITH DISABILITIES ARE STRONGLY ENCOURAGED TO APPLY. AN EQUAL OPPORTUNITY EMPLOYER.
APPLY ONLINE AT: WWW.MARINCOUNTY.ORG/JOBS

LEGAL RESEARCH ASSISTANT DISTRICT ATTORNEY'S OFFICE

RECRUITMENT CLOSING DATE: Monday, October 25, 2021 at 4:00 pm PST

SALARY: \$6,257 - \$7,476 / Month

Recruitment # 1690-21-10

ABOUT US: At the County of Marin, our employees overwhelmingly report feeling their work is meaningful, they like the work they do, and they are proud to tell people "I work for the County of Marin." [Discover more about us, our values and our organizational culture here.](#) Read on to find out more about this opportunity:

ABOUT THE POSITION:

The purpose of Legal Research Assistant – Restitution Specialist is to assist underserved victims of crime in Marin County in navigating the procedures and processes of the legal system in order to obtain restitution from their offenders. The Legal Research Assistant obtains restitution for victims by filing court documents to freeze assets, obtain liens and garnish wages, obtaining civil orders for restitution, and keeping track of restitution payments made through the court in criminal and civil actions.

This Legal Research Assistant not only serves as liaison between victims and prosecutors handling the criminal cases, but also acts as a liaison with the probation department and California Department of Corrections and Rehabilitation (CDCR) to make sure that each is informed of restitution payments made or claimed through the probation department or CDCR. In addition, this position works to assist victims in clearing their credit and criminal history damaged by identity thieves and, if necessary, filing motions to expunge their record in cases where a victim was impersonated by a suspect during the commission of a crime.

There is currently one (1) full-time, 3 year fixed-term vacancy in the District Attorney's Office. **This fixed term position is initially funded up to December 31, 2025. Please note, this position may end prior to December 31, 2025 if funding ceases, or the work is complete. In addition, this position may continue after December 31, 2025 if funding is renewed or extended. Per PMR 48.2, fixed term employees are not subject to Reduction in Force rights at the completion of the term.** The eligible list established from this recruitment will be used to fill the current vacancy and all future vacancies for open, fixed-term, full-time or part-time positions which may occur while the list remains active. This list will remain active for a minimum of six (6) months.

ABOUT YOU:

The ideal candidate has a background in legal support work and the ability to work independently with little instruction or supervision. The ideal candidate is capable of conducting legal research and generating court documents/memoranda and is familiar with court procedure particularly criminal court procedure. They possess strong communication and relationship building skills and has successful and positive interactions with team members at all levels in the organization and representatives from other government agencies to assist victims in obtaining restitution or clearing their credit.

The ideal candidate successfully organizes their time, prioritizes work, and uses spreadsheets effectively to categorize information provided by a myriad of sources. In addition, the ideal candidate is sensitive to the needs and rights of victims of crime and is able to handle stressful or confrontational situations with ease and professionalism.

We recognize your time is valuable, so please do not apply if you do not have at least the following required Minimum Qualifications: Any combination of education and experience that would provide the knowledge and skills listed. Typically, equivalent to graduation from a

recognized paralegal program with extensive experience in legal research and analysis which would provide [the knowledge and skills described in the class specification](#).

SPECIAL REQUIREMENTS: The selected candidate must pass a background investigation as required for employment in a law enforcement agency. The successful candidate must successfully complete the training requirements per the California Penal Code (currently PC §13835.10) within the first year of employment.

ABOUT THE PROCESS:

All applicants will receive email notifications regarding their status in the recruitment process. Please be sure to check your spam settings to allow our emails to reach you. You may also log into your governmentjobs.com account to view these emails.

Testing and Eligible List: Depending on the number of qualified applications received, the examination may consist of a highly qualified review, application screening, online assessment, written examination, oral examination, performance examination, or any combination to determine which candidates' names will be placed on the eligible list.

Important Information: Pursuant to the [Order of the Marin County Public Health Officer](#), it is required that all County employees confirm their vaccination status. Depending on work assignment and applicable Public Health Order, some employees may be required to be fully vaccinated and/or consent to weekly COVID-19 testing. To help mitigate transmission, an [Order of the Marin County Public Health Officer](#) requires all individuals to wear face coverings when indoors in workplaces and public settings.

Disaster Service Workers: All County of Marin employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

HOW TO APPLY: Apply online at www.marincounty.org/jobs

MARIN COUNTY HUMAN RESOURCES DEPARTMENT
3501 CIVIC CENTER DRIVE ● ROOM 415 ● SAN RAFAEL, CA 94903-4189
OFFICE PHONE (415) 473-6104 ● TTY use 711 for CRS

Paper or Faxed application documents will not be accepted. If you need assistance completing an online application, contact us at 415 473-2126 or TTY use 711 for California Relay Service (CRS)

Equal Employment Opportunity Employer: The County of Marin is committed to diversity and invites all qualified people to apply, including persons of color, women, and individuals with disabilities. Upon request, reasonable accommodation may be made for persons with disabilities and for religious reasons, where necessary. If you have questions regarding equal employment opportunities or the position announcement, please contact the Human Resources Department at (415) 473-6104 or TTY use 711 for CRS.

Reasonable accommodation for people with disabilities may be requested by calling (415) 473-6104 (voice) or TTY use 711 for CRS at least five work days in advance of a potential scheduled exam, recruitment step or interview. Copies of documents are available in alternative formats upon request.