

JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue San Francisco, California 94102

415-865-4272 Telecommunications Device for the Deaf

Web site: www.courts.ca.gov/career

EMPLOYMENT OPPORTUNITY

JOB TITLE: ATTORNEY II
UNIT: RULES AND PROJECTS UNIT
LOCATION: SAN FRANCISCO OR SACRAMENTO, CA
JOB OPENING: 5251

OVERVIEW

The Legal Services office of the Judicial Council of California provides quality, timely, and ethical legal advice and services to the Supreme Court, Courts of Appeal, and trial courts, and to the Judicial Council, and its advisory bodies and staff.

Legal Services is currently searching for an attorney to join its dynamic law office made up of a highly skilled workforce that provides legal support to judicial branch clients on challenging, varied, and significant legal issues. This attorney will support the two main functions of the office, house counsel and rules and projects, by providing primary support to the Rules and Project Unit. The Rules and Project Unit attorney supports the Judicial Council in increasing access to justice through work on rules of court, jury instructions, judicial administration standards, Judicial Council forms, and Judicial Council-sponsored legislation. The attorney will also work with the Legal Opinion Unit conducting legal research and providing legal advice on court and judicial branch administration and governance. The attorney will independently manage a workload in a collegial and collaborative environment.

It is preferred to fill the position for the San Francisco office, but applicants for the Sacramento office will be considered.

RESPONSIBILITIES

- Provide legal counsel and support to the Judicial Council and its advisory bodies, including:
 - Drafting rules of court, standards of judicial administration, and Judicial Council forms;
 - Analyzing pending legislation and drafting legislation for Judicial Council sponsorship;
 - Developing policy recommendations; and
 - Preparing legal and policy memoranda and reports to the Judicial Council.
- Provide written and oral legal advice to the Supreme Court, Courts of Appeal, and trial courts, and to the Judicial Council of California, and its advisory bodies and staff, concerning issues related to court and judicial branch administration and governance.
- Perform legal research and analysis by reviewing relevant constitutional provisions, statutes, rules of court, case law, and other authorities, including legislative histories and secondary sources.
- Communicate and interact with judicial officers and court administrators about (1) court and judicial branch administration and governance and (2) other legal subject matter related to the Judicial Council, its advisory bodies, and the courts.
- Depending upon background and experience that may be of direct service to the courts and the Judicial Council, the attorney may be called upon to perform additional duties or assist other Legal Services units in areas of labor and employment, litigation, transactions, ethics, public access to

judicial administrative records, and real estate.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Juris Doctor, and four (4) years of relevant post-bar legal experience as a practicing attorney within the assigned area. After passing the state bar, work experience as a law clerk to a federal judge prior to formal state bar admission will be considered qualifying experience.

LICENSING AND CERTIFICATIONS

Current active membership with the State Bar of California.

DESIRABLE QUALIFICATIONS

- Outstanding legal research, analytical, and oral and written communication skills.
- Extensive civil litigation experience.
- Experience researching, analyzing, and writing legal memoranda or briefs about complex areas of law.
- Experience providing staff support to committees, boards, or other bodies.
- Experience drafting statutes, ordinances, rules, or other legal guidelines.
- Ability to set priorities, produce high quality work product under pressure, and respond with flexibility to changing project demands.
- Ability to work efficiently and independently but with close supervision of final work product.
- Experience drafting neutral legal opinions for clients, in particular governmental entity clients.
- Experience in one or more of the following areas of the law:
 - Civil law
 - Complex litigation
 - Small claims
 - Alternative dispute resolution
 - Appeals and writs
 - Judicial ethics and conflicts law
 - Public access to administrative or court records (or California Public Records Act)
 - Privacy policies
 - Litigation management
 - Labor and employment law
 - Transactions and business law
 - Real estate and construction law

SKILLS

- Excellent critical thinking, problem solving capabilities, and judgment;
- Superior communication, interpersonal, diplomacy, and public speaking skills;
- Ability to present issues and advocate positions clearly, concisely, and logically;
- Ability to manage workloads, coordinate deadlines, and prioritize competing demands;
- Ability to work autonomously while being a team player with a positive and enthusiastic attitude;
- Ability to listen to and consider different points of view;
- Ability to building consensus and resolve conflicts; and
- Ability to maintain effective working relationships.

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Substantive and procedural principles of California and federal statutory and case law;

- Principles and methods of legal research and analysis;
- Methods of electronic legal research;
- Principles and methods of legal writing;
- Civil procedure and conduct of proceedings in California courts;
- Principles of constitutional, statutory, and case law; and
- Applicable business equipment and desktop applications.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on **Monday, November 23, 2020**. This position requires the submission of our official application, a cover letter, a resume, a response to the supplemental questions, and a writing sample that demonstrates the candidate's ability to analyze and write clearly about a complex legal issue.

To complete an online application, click the Apply Now button.

The Judicial Council provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260. Telecommunications Device for the Deaf 415-865-4272.

OTHER:

Please note: If you are selected for hire, verification of employment eligibility or authorization to work in the United States will be required.

Other Information

Please Note:

- Beginning July 1, 2020, Judicial Council employees are required to participate in the one day per month Mandatory Furlough Program.

PAY & BENEFITS

Monthly Salary Range:

\$11,380 - \$13,654 per month

Starting Salary: \$11,380 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$130 transit pass subsidy per month
- Pre-Tax Parking Savings Program
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Disability (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Judicial Council of California Is an Equal Opportunity Employer.

Supplemental Questionnaire

For Attorney II (JO# 5251)

To better assess the qualifications of each applicant, we will review your responses to the following questions. Please indicate for which employer you performed these functions. Your answers should not exceed a total of three pages.

1. Please explain why you are interested in this position.
2. Please describe your experience providing legal advice and counsel in the absence of litigation, including any experience preparing legal opinions, such as legal advice memoranda and letters.
3. Please describe your experience, if any, providing legal advice to committees, task forces, or other advisory bodies.
4. Please describe your civil litigation experience, including your legal research, analysis, and writing experience.
5. Please provide your date of admission to the State Bar of California.