

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:	LITIGATION MANAGEMENT
LOCATION:	SAN FRANCISCO OR SACRAMENTO, CA
JOB OPENING:	5533

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, trial courts, Judicial Council, and the Judicial Council's advisory bodies and staff. Legal Services is currently searching for an attorney to join its dynamic law office that provides legal support to judicial branch clients on challenging, varied, and significant legal issues. The attorney will work in the Litigation Management Unit and will provide legal advice to judicial branch clients.

The Litigation Management Unit attorney manages government claims, lawsuits and other litigation brought against trial and appellate courts as well as the Judicial Council. Attorneys in the Litigation Management Unit provide in-house counsel services to the judicial branch and also provide legal advice on subpoenas and disqualification statements brought against judicial officers. The attorney will independently manage a workload in a collegial and collaborative environment.

The Judicial Council strives for work-life balance and provides substantial vacation and holiday time. In addition, the Judicial Council offers an excellent benefits package including pension, medical, dental and vision coverage, flexible spending, a public transit stipend for commuting costs, and retirement savings plans. The Attorney's primary work location will be in San Francisco or Sacramento. The Judicial Council is currently on a remote work schedule through early April 2022. *Remote work options may continue to be available in the Legal Services office in 2022.*

RESPONSIBILITIES

- Provide in-house counsel services for the trial and appellate courts and the Judicial Council.
- Serve as an in-house counsel for the courts and the Judicial Council on a diverse range of litigation matters covering all legal disciplines.
- Evaluate, investigate, and respond to government claims.
- Analyze and evaluate lawsuits, writs, and other litigation related matters.
- Retain and actively manage outside counsel in all stages of litigation and determine legal strategy. Attend depositions, mediations, hearings, and trials as appropriate.
- Review and revise pleadings and court filings as necessary.
- Assist in resolving cases, and prepare and present settlement recommendations.
- Communicate with judicial officers, court executives, court employees, and judicial branch executives about claims, litigation, and risk management.

- Conduct legal research and analysis and provide legal advice and opinions.
- Provide risk management advice as appropriate.
- Prepare reports regarding litigation, government claims, and Litigation Management Program as appropriate.
- Perform additional responsibilities, depending on background and experience that may be of direct service to the courts and the Judicial Council. Attorney may be called upon to assist other Legal Services units in areas of labor and employment, legal opinions, transactions, and real estate.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Juris Doctor, and four (4) years of relevant post-bar legal experience as a practicing attorney.

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

- Extensive experience in general litigation;
- Experience in multiple legal disciplines;
- Significant experience with legal research, writing, analysis, and drafting legal documents, opinions, guides, correspondence, memorandums, and reports; and
- Experience in or with the public sector.

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;
- Rules of civil procedure and conduct of proceedings in California courts;
- Principles of constitutional, statutory, and case law;
- Principles and methods of litigation management, as assigned; 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 **Tuesday, March 22, 2022**. This position requires the submission of our official application, a resume, and a response to the supplemental question.

[INTERNAL] To complete an online application, please click the Apply Now button.

[EXTERNAL] To complete the online application, please visit to <https://www.courts.ca.gov/careers.htm> and search for **JO#5533**.

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

As a condition of employment, employees must provide proof of full vaccination against COVID-19 or undergo weekly COVID-19 testing. Proof of vaccination, if submitted, must be received before the start date. If you have questions about these requirements, you may confidentially submit them to Human Resources at ids@jud.ca.gov.

Additionally, if you are selected for hire, verification of employment eligibility or authorization to work in the United States will be required.

PAY & BENEFITS

Monthly Salary Range:

\$11,949 - \$14,337 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 Question

For Attorney II (Job Opening #5533)

To better assess the qualifications of each applicant, we will review your response to the following question. If your response discusses your litigation experience, please indicate for which employer you worked while acquiring such experience. Your response should not exceed a total of two pages.

1. Please explain why you are interested in this position and what skills and experience you would bring to the position.
2. Are you an active member of the California State Bar?