

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
JOB OPENING:	5545

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.

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 legal counsel and support to Judicial Council advisory bodies, analyze legal issues, and develop for these bodies proposals for rules, standards, forms, jury instructions, and Judicial Council-sponsored legislation.
- Analyze pending legislation for Judicial Council advisory bodies and other Judicial Council offices.
- Serve as legal subject matter experts on court administration, practice, and procedure, including data governance and the use of court technology, and on the development and drafting of rules, forms, standards, and jury instructions; conduct legal research, analysis, and prepare and deliver oral and written legal advice and information on these topics.
- Assist in developing and implementing judicial branch policies and procedures.
- Support Judicial Council dialogue with the legislative and executive branches, justice partners and stakeholders regarding the work of Judicial Council and advisory bodies on court administration, practice, and procedure, including data governance and the use of court technology.

- 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.
- Provide written and oral legal advice on a broad range of legal issues related to court and judicial branch administration and governance to (1) the Judicial Council and its advisory bodies, (2) the Supreme Court and the Chief Justice, (3) the Courts of Appeal, (4) the superior courts, and (5) other Judicial Council staff.
- 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.
- Attorneys in the Rules and Projects Unit also work on other legal projects as assigned.
- 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, real estate, data governance, and court technology.

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

- 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 texts.
- 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
 - Data governance
 - Court technology
 - 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 **Friday, April 15, 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#5545**.

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 idm@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 Questions

For Attorney II (Job Opening #5545)

To better assess the qualifications of each applicant, we will review your response to the following question. 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. In discussing your experience, please indicate the employer where you gained the experience.
2. Are you an active member of the California State Bar? If so, please provide your California State Bar number?
3. Do you have any other employment by the State of California that is not already provided on your application? If yes, please list the specific departments or agencies for which you worked. If you have no prior state service, please state "none."