

JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue San Francisco, California 94102

415-865-4272 Telecommunications Device for the Deaf

website: www.courts.ca.gov/career

EMPLOYMENT OPPORTUNITY

JOB TITLE: ATTORNEY II

UNIT: TRANSACTIONS AND BUSINESS OPERATIONS (LEGAL SERVICES)

LOCATION: SAN FRANCISCO OR SACRAMENTO, CA

JOB OPENING: 5424

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 San Francisco law office made up of a highly skilled workforce that provides effective legal support to judicial branch clients on challenging, varied, and significant legal issues. The Transactions and Business Operations Unit attorney supports the Judicial Council and the trial and appellate courts on a full range of contract and business transactional issues, as well as providing legal advice on court and judicial branch business operations. This includes advice regarding the procurement of goods and services (including for information technology goods and services), facilities maintenance contracts, intergovernmental agreements, and the purchase, use and licensing of various forms of intellectual property. The attorney may also analyze and advise on public requests for records under rule 10.500 and may also work on emerging issues such as remote proceedings, remote access to court records and proceedings, open meetings, public access litigation challenges, privacy, data governance, and data sharing. The attorney will independently manage a workload in a collegial and collaborative environment.

Attorneys within the Legal Services office often support the work of units other than their primary assignment. Depending upon experience, the attorney who fills this position may be called upon to work with other Legal Services units to provide written legal opinions, staff advisory bodies, draft rules of court and legislation, and manage litigation.

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

RESPONSIBILITIES

- Provide legal advice to California judicial branch entities on a full range of contract and business transactional issues, including, but not limited to, advice regarding the procurement of goods and services (including for information technology goods and services), facilities maintenance contracts,

intergovernmental agreements, and the purchase, use and licensing of various forms of intellectual property.

- Legal review and drafting of appropriate documents and legal opinions.
- Resolution of non-litigated contractual and procurement disputes.
- Updating and revision of the Judicial Branch Contracting Manual (JBCM). See <https://www.courts.ca.gov/documents/jbcl-manual.pdf>
- Analyze public requests for records and advise on actions necessary for legal compliance with Rule of Court 10.500 and the common law right of access to court records.
- Research and advise on emerging issues such as remote proceedings, remote access to court records and proceedings, open meetings, public access litigation challenges, privacy, data governance, and data sharing.
- Analyze and advise on risk allocation and liability arising from contracts and business relationships and activities.
- Work with clients in the identification, selection, and retention of outside counsel, including negotiation of fee structure.
- Work with outside counsel on business operations or transactional matters such as assistance in drafting agreements and review and audit of billings to ensure compliance with agreements.
- Consult with or advise committees, advisory bodies, and work groups on technology-related issues and associated contractual or procurement issues.
- 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 law, litigation management, ethics, and real estate transactions and advice, as well as draft rules of court and legislation, prepare written legal opinions, and support Judicial Council advisory bodies focused on civil law and procedure and court operations.

QUALIFICATIONS

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

- Experience handling transactional matters and providing business operations legal advice.
- Experience with contract negotiation and conflict resolution.
- Experience with procurements and Requests for Proposals (RFP).
- Experience with public sector clients.
- Exceptional legal research, analytical, and oral and written communication skills.
- Experience researching, analyzing, and writing legal memoranda about complex areas of law.
- Experience in one or more of the following areas of the law:
 - Transactions and business law
 - Business litigation
 - Rule 10.500 - Public access to judicial administrative records, the California Public Records Act (CPRA), or the federal Freedom of Information Act (FOIA)
 - Open meeting laws
 - Civil and appellate law and procedure
 - Civil litigation

- Court operations and administration, including court technology
- Judicial branch governance.

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 efficiently and independently but with close supervision of final work product.
- 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 build consensus and resolve conflicts; and
- Ability to maintain effective working relationships.

KNOWLEDGE OF

- Methods of electronic legal research, including legislative histories;
- Principles and methods of legal writing; 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, January 28, 2022**. This position requires the submission of our official application, a resume and a response to the supplemental questions.

It is required that you attach your resume, cover letter, writing sample, and response to the supplemental questions.

Note: When applying on-line, please include your cover letter with the attachment of your resume.

To complete the online application, please visit to <https://www.courts.ca.gov/careers.htm> and search for **JO#5424**.

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 Information

As a condition of employment, employees hired on or after February 28, 2022, 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 ldm@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
[Starting Salary: \$11,949 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 - Transactions and Business Operations Unit (JO#5424)

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 describe your experience with drafting and negotiating contracts (including but not limited to professional services contracts, contracts for purchases of goods, intellectual property, technology, and real estate), including experience with public sector contracts and Memoranda of Understanding among government entities.
2. Please describe a complex contract negotiation you have handled for a client and, if applicable, the actual or potential contract dollar value.
3. Please describe your experience in resolving contract-related disputes (e.g., through litigation and/or ADR).
4. Please describe your experience providing legal advice and counsel, including legal research and analysis experience, particularly in the areas of business and transactional law.
5. Please explain why you are interested in this position and what skills would you bring to it.
6. Please state your date of admission to the State Bar of California.