

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, Real Estate Unit

LOCATION: SAN FRANCISCO OR SACRAMENTO, CA

JOB OPENING: 5526

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 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 effective legal support to judicial branch clients on challenging, varied, and significant legal issues.

The Attorney will work in the Real Estate Unit that provides in-house legal support for all aspects of the California judicial branch's real property portfolio consisting of approximately 17 million square feet of space in 450 existing facilities as well as its on-going new courthouse capital construction program. The work includes providing direct legal support for the operation, renovation, maintenance, acquisition, construction, financing, and disposition of court facilities for the trial courts, appellate courts, and the California Supreme Court. In addition, the Attorney will conduct research and draft legal memoranda and opinions related to facilities issues, provide facilities-related advice to support the work of other Legal Services units and other Judicial Council offices, and provide legal support for the Judicial Council's facilities-related advisory committees and working groups. 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 REU Attorney may be called upon to work with other Legal Services units and may also be called upon to write legal opinions, staff advisory bodies, and draft rules of court and legislation.

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, up to \$130 per month reimbursement for qualifying commuting costs, and retirement savings plans. Primary work location will be in San Francisco or Sacramento. *Remote work options may continue to be available in the Legal Services office throughout 2022.*

RESPONSIBILITIES

- Provide legal advice and support in connection with the management of a real estate portfolio of approximately 17 million square feet (450+ buildings) including issues connected with on-going building maintenance, facility modifications, and changing court space needs.
- Handle issues connected with the transfers of responsibility for trial court facilities from the 58 counties to the Judicial Council under SB 1732 including issues that arise with respect to shared-use facilities.
- Draft and negotiate leases, licenses, and renewals thereof, as well as provide legal advice

concerning lease disputes and terminations.

- Provide legal advice and support for courthouse capital construction projects including construction-related contract procurement, contract administration, contract close-out, warranty enforcement, claims, and litigation.
- Assist with facilities maintenance contracting including both procurement and contract administration.
- Draft and assist in negotiating site acquisition agreements including related environmental (i.e. CEQA) compliance.
- Provide legal support for dispositions of closed court facilities including drafting authorizing legislation.
- Research and draft legal memoranda and opinions related to facilities' issues.
- Provide facilities-related advice to support the work of other Judicial Council offices.
- Supervise work of outside counsel on real estate and construction matters or litigation.
- Provide legal support for the Judicial Council's facilities-related advisory committees and working groups.
- 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, transactions and business operations, 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

Juris Doctor, and three (3) 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 prior to date of hire.

Desirable Qualifications

- Extensive experience in drafting real estate agreements and documents; and
- Experience in and with the public sector generally, and more particularly, public works procurement and construction.

SKILLS

- Excellent critical thinking, problem solving capabilities, and judgment;
- Ability to present issues and advocate positions in writing and orally in a manner that is clear, concise, and logical;
- Superior contract and document drafting skills;
- 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.
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, clients, and the public.

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;

- Principles and methods of legal writing;
- Principles and methods of legal research and analysis;
- Principles and practice of court administration, as assigned;
- California legislative process, as assigned; and
- Applicable business equipment and desktop applications.

HOW TO APPLY

This position is Open Until Filled and requires the submission of our official application, responses to the supplemental questions, and a resume.

To complete an online application, go to job opening **#5526** at <https://www.courts.ca.gov/careers.htm>

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 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 employee's first day of employment. 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: \$12,248 - \$14,695 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
- Up to \$130 per month reimbursement for qualifying commuting costs
- 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

To better assess the qualifications of each applicant, please provide a response to the following questions:

1. 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".
2. Are you an active member of the California State Bar?