

# JUDICIAL COUNCIL OF CALIFORNIA

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455 Golden Gate Avenue San Francisco, California 94102

415-865-4272 Telecommunications Device for the Deaf

Web site: [www.courts.ca.gov/careers](http://www.courts.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Supervising Attorney – Public Access & Data Governance

**OFFICE/UNIT:** Legal Services, Public Access & Data Governance Unit

**LOCATION:** San Francisco or Sacramento, CA

**JOB OPENING:** 5721

### 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 in a consistently collegial and collaborative environment. Legal Services is currently searching for a Supervising Attorney to join its dynamic and highly skilled law office that provides effective legal support to judicial branch clients on challenging, varied, and significant legal issues.

The Supervising Attorney will be responsible for managing the work of and assist in the development of a new Legal Services Unit, comprised of two attorneys and an analyst or senior analyst, that will concentrate its work on public access and data governance issues. The Supervising Attorney will oversee, manage and direct the delivery of legal services and provide legal advice to California judicial branch entities on a full range of issues related to requests for legal guidance and support and advice with public access requirements for judicial branch records and proceedings, as well as related data governance issues including the following:

- Analyzing and responding to public access records requests (under rule 10.500 and other applicable law) on behalf of the Judicial Council and all appellate courts.
- Providing legal guidance to all California courts and Judicial Council offices about requirements for public access to judicial branch records.
- Providing subject matter expertise to assist in managing or advising on judicial branch litigation involving public access to branch records and proceedings, including any related risk management issues.
- Providing legal guidance on the emerging subject of remotely conducted and remotely attended judicial branch proceedings and related public access questions.
- Providing legal guidance to the Judicial Council, its standing advisory bodies, and all other task forces and working groups that report to the council regarding open meeting requirements.
- Providing legal guidance to the Judicial Council, its advisory bodies, and its staff offices and all California courts on questions regarding data governance, data sharing and public access; and
- Providing guidance on related legal issues, including copyright, privacy, records retention, and updates to the Judicial Council's Trial Court Records Manual.
- 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, real estate, and court technology.

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**

- Supervise and manage workload, workflow, and work product of unit staff.
- Assist with development of the unit including recruiting staff, training staff, staff development, unit planning, and addressing any staff performance or discipline issues.
- Review workload data to determine individual staff workload for consideration of new assignments. Review and manage work for timeliness and work quality.
- Direct and manage the Public Access to Judicial Administrative Records Program (PAJAR).
- Analyze requests for judicial administrative records and advise on actions necessary for legal compliance with Rule 10.500. Make staff assignments as required.
- Develop and provide legal guidance on the emerging subject of remotely conducted and remotely attended judicial branch proceedings and related public access questions.
- Research legal issues pertaining to remote proceedings and public access.
- Provide legal guidance to the Judicial Council and, its standing advisory bodies, and all other task forces and working groups that report to the council regarding open meeting requirements.
- Develop and provide legal guidance to the Judicial Council, its advisory bodies, its staff offices and all California courts on questions regarding data governance, data sharing, and public access.
- Perform legal research as required. Prepare opinions and reports as requested.
- Perform other duties as assigned.
- Act as lead staff and/or provide guidance to staff on high-visibility and sensitive projects

### **Other Duties and Responsibilities:**

- Leads regularly scheduled unit meetings.
- Attends management team meetings.
- Attends trainings for professional development, including training for supervisors, as scheduled.

## **QUALIFICATIONS**

### **Minimum Qualifications**

Juris doctor, and four (4) years of post-bar experience as a practicing attorney, which includes one (1) year of supervisory experience.

After passing a state bar, work experience as a Law Clerk to a federal or state judge prior to formal bar admission will be considered qualifying experience.

OR

Two years as an Attorney, in the assigned area, with the Judicial Council of California or two years of experience performing the duties of a class comparable in the level of responsibility to that of an Attorney in a California Superior Court or California state-level government entity and a) completion of training courses on topics related to effective supervision within 6 months of promotion; or b) one year of previous supervisory experience.

## **LICENSING AND CERTIFICATIONS**

- Current membership with the State Bar of California prior to hire.

### **Desirable Qualifications**

- Outstanding legal research, analytical, and oral and written communication skills.
- Significant experience with either California Rule of Court, rule 10.500 or the California Public Records Act.
- Experience researching, analyzing, and writing legal memoranda or briefs.
- 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.

### **OTHER INFORMATION**

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

### **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 ensure consideration of your application for the earliest round of interviews, please apply by **Monday, October 17, 2022**.

To complete an online application, please click the **Apply for Job** button

To complete an online application, go to job opening #5721 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.

### **PAY & BENEFITS**

Monthly Salary Range:

\$13,197 - \$15,838 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 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  
Supervising Attorney (Job Opening #5721)**

**Please provide responses in no more than three pages.**

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?