

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 – Legal Opinion Unit

UNIT: Legal Services Office - Legal Opinion Unit's

LOCATION: SAN FRANCISCO OR SACRAMENTO, CA

JOB OPENING: 5754

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 council's advisory bodies and staff. Legal Services is currently searching for an 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 attorney will work in the Legal Opinion Unit (LOU) that supports the two primary functions of the office, house counsel and rules and projects, by providing legal research and advice. Attorneys in LOU also handle other legal projects as assigned. The Attorney will independently manage a workload in a collegial and collaborative environment.

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 written and oral legal advice to the Supreme Court, Courts of Appeal, and trial courts, and to the Judicial Council of California and its advisory bodies and staff offices, concerning issues related to court and judicial branch administration and governance.
- Perform legal research and analysis by reviewing relevant constitutional provisions, statutes, rules of court, case law, and other authorities, including but not limited to legislative histories and secondary sources.
- Assist Judicial Council advisory bodies by providing legal counsel and support and identifying and framing legal issues for research and advice.
- Communicate and interact with judicial officers and court administrators about (1) court and judicial branch administration and governance, and (2) other legal matters related to the work of advisory bodies.
- Draft and prepare amendments to legislation, rules of court, and other legal documents for the Judicial Council, Judicial Council advisory bodies and staff offices, and the courts.
- Perform other legal duties and responsibilities of the Legal Services office as needed.
- Assist with projects or matters for the office or other units in areas of experience or expertise, including rules and projects, litigation, employment, transactions, public access, data governance, and real estate work.

MINIMUM QUALIFICATIONS

Juris doctor, and three (3) years of relevant post-bar legal experience as a practicing attorney.

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.

LICENSING AND CERTIFICATIONS

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

DESIRABLE QUALIFICATIONS

- Outstanding legal research, analytical, and oral and written communication skills.
- Experience researching, analyzing, and writing legal memoranda or briefs about complex areas of law.
- Ability to set priorities, produce high quality work product under pressure, and respond with flexibility to changing program 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.

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 build 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.

OTHER:

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 **Thursday, November 10, 2022**.

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

To complete an online application, go to job opening #5754 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:

\$12,248 - \$14,695 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 14 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 Questionnaire For Attorney II (Job Opening #5754)

Please provide responses in no more than three pages.

1. Please discuss why you are interested in this position and how your experience and qualifications make you a strong candidate.
2. 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".
3. Are you an active member of the California State Bar?