

# 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:** Attorney II – Rules and Project Unit

**UNIT:** Legal Services Office, Rules and Projects Unit

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

**JOB OPENING:** 5807

### 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 an Attorney II 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 support the two main functions of the office, house counsel and rules and projects, and provide primary support in the Legal Services' Rules and Projects Unit (RPU), with a focus on civil and appellate court administration, practice, and procedure. This is a new position that is intended to support the Judicial Council's developing work on court administration, practice, and procedure related to water law, climate change, and environmental litigation. The Rules and Projects Unit (1) provides legal subject matter expertise on civil and appellate court administration, practice, and procedure, and on the development and drafting of rules, forms, standards, and jury instructions in these areas; (2) provides legal counsel to Judicial Council advisory bodies; (3) analyzes pending legislation for Judicial Council advisory bodies and other Judicial Council offices; (4) assists in developing and implementing judicial branch policies and procedures; and (5) supports Judicial Council dialogue with the legislative and executive branches, justice partners, and stakeholders regarding the work of Judicial Council and advisory bodies. Attorneys in RPU often work closely with attorneys in the Legal Opinion Unit and may be asked to provide written and oral legal advice on a broad range of legal issues related to court and judicial branch administration and governance. Attorneys in RPU also work on other legal projects as assigned.

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 will continue to be available in the Legal Services office throughout 2023.*

### RESPONSIBILITIES

- Serve as a legal subject matter expert on civil and appellate court administration, practice, and procedure, including on the development and drafting of rules, forms, standards, and jury instructions, and on water law, climate change, and environmental litigation.
- Support the Judicial Council's developing work on court administration, practice, and procedure related to water law, climate change, and environmental litigation.

- Conduct legal research and analysis and provide legal advice in response to questions from courts and other Judicial Council offices regarding civil and appellate court administration, practice, and procedure, within attorney's areas of expertise, including questions related to water law, climate change, and environmental litigation.
- Serve as legal counsel 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 on issues relating to civil and appellate court administration, practice, and procedure, including issues and proposals related to water law, climate change, and environmental litigation.
- Analyze for Judicial Council advisory bodies and other Judicial Council offices, pending legislation related to civil and appellate court administration, practice, and procedure, within advisory bodies' respective areas of focus, including pending legislation related to water law, climate change, and environmental litigation.
- Provide legal support for Judicial Council communications with the legislative and executive branches, justice partners, and stakeholders regarding the work of Judicial Council advisory bodies on civil and appellate court administration, practice, and procedure, including work related to water law, climate change, and environmental litigation.
- Conduct legal research and analysis and assist in developing judicial branch policies and procedures.
- Assist the Legal Services' Legal Opinion Unit with providing written and oral legal advice to the Supreme Court and Chief Justice, the Courts of Appeal, the superior courts, the Judicial Council, its advisory bodies, and staff, on issues related to court and judicial branch administration and governance.
- 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 litigation, employment, transactions, legal opinions, public access, data governance, or real estate.

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

- Maintains proficiency through continuing education in specified areas of procedural and substantive law.
- Attends and participates in staff meetings, including making presentations as appropriate.
- Attends training as required and as deemed appropriate for the work assigned.
- Performs other duties as required.

#### **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:**

- Experience in the public sector.
- Experience providing staff support for a committee.
- Experience drafting rules or legislation.
- Excellent oral and written communication skills.

#### **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 **January 23, 2023**.

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

To complete an online application, go to job opening #5807 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 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**

**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. Are you an active member of the California State Bar?