

**COURT OF APPEAL MANAGING ATTORNEY
TO THE ADMINISTRATIVE PRESIDING JUSTICE**

DEFINITION

Under policy direction from the administrative presiding justice, the incumbent is responsible for court-wide management of a central staff of attorneys; performs specialized and often confidential legal work in a Court of Appeal; performs related work as assigned.

CLASS CHARACTERISTICS

Court of Appeal Managing Attorney to the Administrative Presiding Justice is an executive-level class in the Court of Appeal legal series. There is one incumbent in each appellate court district. Incumbents assist the administrative presiding justice in formulating and implementing court-wide policies and procedures. Incumbents are responsible for managing personnel and complex and often sensitive programs within organizational and policy confines while ensuring accomplishment of organizational goals and objectives.

EXAMPLES OF DUTIES (*illustrative only*)

- Develops and implements court-wide goals, objectives, policies, procedures, and work standards for a central staff of attorneys in a Court of Appeal.
- Plans, organizes, administers, reviews, and evaluates the work of assigned staff, often through subordinate leads and/or supervisors.
- Oversees or provides for the selection, training, professional development, and discipline of staff.
- Plans, manages, reviews, and evaluates programs related to central staff legal programs.
- Advises court on legal aspects of personnel matters.
- Assists court in overseeing appointment and payment of counsel for indigent criminal appellants.
- Provides legal guidance to clerk's office and court in interpreting and applying rules of court and statutes governing appellate procedures.
- Manages, often through subordinate supervisors and leads, the following activities:
 - Reviewing, evaluating, and analyzing briefs, petitions, motions, and other pertinent documents filed in a particular case in order to determine factual accuracy, legal issues on appeal, and scope and complexity of issues raised.
 - Preparing written statement of facts pursuant to rules of appellate review.
 - Analyzing legal issues raised by parties.

- Reading and applying cases, statutes, constitutional provisions, and rules of court cited by parties.
- Conducting independent research for relevant cases, statutes, court rules, and secondary sources not cited by parties.
- Researching legislative history and intent of particular statutes.
- Drafting conference memoranda, opinions, orders, and requests for supplemental briefing.
- Using citator services to verify precedential value of citations.
- Consulting with other attorneys and/or professional staff regarding issues on appeal.
- Attending oral arguments.
- Reviewing, evaluating, and analyzing petitions for rehearing.
- Serving on court committees as required.
- Conducting special legal research and assignments when requested, including editing of work prepared by court externs.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Management principles and practices, including goal setting; employee development; program development, implementation, and evaluation; and the supervision of employees.
- Substantive and procedural legal principles and applications.
- Scope and character of California and federal statutory and case law and provisions of the United States and California Constitutions; California Rules of Court; the legislative process; statutes and constitutional provisions governing the organization, duties, powers, procedures, management, and conduct of the work of the trial and appellate courts.
- Legal research methods.
- Principles of administrative and constitutional law.
- Rules of evidence and procedure in California trial and appellate courts.
- The operation of personal computers and the use of specified computer applications, such as word processing.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Develop and implement goals, policies, procedures, and work standards.
- Manage programs and staff, often through subordinate supervision.
- Translate goals, objectives, and policies into day-to-day operations.

- Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner.
- Use initiative and independent judgment within general policy guidelines.
- Perform complex legal research, including computerized legal research; apply legal principles and precedents to particular sets of facts.
- Analyze legal issues; present statements of facts, law, policy, and argument clearly, concisely, and logically in both written and oral form.
- Draft legal opinions, briefs, and other legal documents and correspondence.
- Interact successfully with justices, court and agency staff, and the public.
- Exercise sound judgment and integrity consistent with representing the judicial branch; maintain confidentiality of work product.
- Operate personal computers and use specified computer applications, such as word processing.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

Active membership in the State Bar of California.

Education and Experience:

Active membership in the State Bar of California and the equivalent of eight years of relevant post-bar experience, including a minimum of two years of management experience, in a legal setting such as a private law practice, corporation, government agency, law school, court, or legal publishing company.

OR

Two years of experience as a lead or supervising appellate attorney, or as a Supreme Court Chambers Attorney, Level F, with the judicial branch.

NOTE:

- Work experience as a law clerk to a federal judge after passing a state bar but prior to formal state bar admission will be considered equivalent to post-bar legal experience.