

Attorney II

JOB FAMILY DEFINITION

This classification falls within the Legal Services Job Family encompassing a range of work in which incumbents are responsible for providing in-house legal counsel, legal/judicial education, and legal policy analysis to the Judicial Council and other judicial branch entities. The class represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

Incumbents, as assigned, are responsible for providing legal advice and counsel to the Judicial Council and judicial branch entities.

DISTINGUISHING CHARACTERISTICS

An incumbent in the Attorney II classification provides legal advice to the Judicial Council, advisory bodies, appellate and trial court management, and presiding judges and justices; and/or as house counsel, manages litigation and claims involving judicial branch entities.

The Attorney I classification is distinguished from the Attorney II classification in that the Attorney I does not provide house counsel services or represent the Judicial Council and/or judicial branch entities in litigation and claims. The Attorney I classification provides legal subject matter expertise for labor and employee relations; judicial branch education content development and publications; and legislative, policy, and fiscal impact analysis and advocacy.

The Attorney II classification requires the consistent exercise of discretion and judgment in matters of significance, using advanced knowledge to analyze and interpret information and provide legal advice.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Serves as legal counsel providing oral and written legal advice, opinions, and legal services to judicial branch entities.
- Serves as legal counsel to judicial branch advisory bodies.
- Analyzes and drafts rules of court.
- Analyzes and drafts legislation.
- Represents judicial branch entities in various investigations and administrative litigation matters, as assigned.
- Reviews, drafts, revises, negotiates, finalizes, and approves contracts, agreements, leases, licenses and other legal instruments on behalf of the Judicial Council, and other judicial branch entities, as assigned.
- Manages litigation, arbitrations, and administrative cases involving the Judicial Council and other judicial branch entities, as assigned.
- Attends depositions, mediations, hearings, and trials and formulates litigation strategies, as assigned.
- Provides guidance to courts regarding legal compliance and mandated duties.
- Monitors legislative, statutory, regulatory, and case law developments in assigned areas.

- Provides training to internal and/or external clients in assigned area.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

Responsibilities across incumbents in this classification are covered in the “Examples of Essential Duties” list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific management tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

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.

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 evidence and conduct of proceedings in California courts;
- Principles of constitutional, statutory, and case law;
- Principles and practice of California law and procedures in specific subject matter areas such as appellate, civil, criminal, family, juvenile, probate, and traffic, as assigned;
- Principles and practices of California and federal employment and labor law, as assigned;
- Principles and practices of California real property law, as assigned;
- Principles and practices of California public finance and construction, as assigned;
- Principles and practice of court administration, as assigned;
- California and federal legislative process, as assigned;
- Principles and methods of litigation management, as assigned;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Providing legal research and writing;
- Applying legal principles and precedents to facts;
- Presenting statements of fact, law, and argument clearly, concisely, and logically;
- Managing litigation and legal strategy;
- Providing critical thinking and analysis of complex materials;
- Listening and considering different points of view;

- Building consensus and resolving conflicts;
- Public speaking;
- Coordinating deadlines and prioritizing competing demands;
- Drafting legal instructions, opinions, guides, correspondence and reports;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*