

**Manager, Attorney**

**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**

This is a manager-level legal class. Incumbents, as assigned, are responsible for providing management oversight of multiple units performing the primary functions of the office, allocating resources through one or more subordinate Supervising Attorneys in units consisting of Attorney IIs. Incumbents are required to interpret and carry out the programs and objectives developed by executive management. These decisions specify what is to be done at the subordinate levels and how the resources allocated by executive management are to be deployed. Designation of positions to the Manager, Attorney classification will consider factors such as the scope of work, key responsibilities, and problem solving required.

**DISTINGUISHING CHARACTERISTICS**

The Manager, Attorney class is distinguished from the Principal Manager, Attorney in that the Principal Manager, Attorney is responsible for providing high-level management oversight of the most complex, specialized, and sensitive functional areas, allocating resources through one or more subordinate Manager, Attorneys and/or multiple Supervising Attorneys.

**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.)*

- Oversees the development and implementation of programs, policies, and procedures for the units.
- Plans, organizes, administers, reviews, and evaluates the work of staff through subordinate supervisor(s).
- Creates performance and development plans for direct reports, conducts periodic discussions about progress, prepares written performance evaluations; makes disciplinary decisions and recommendations on hiring and terminations.
- Executes the assignments of executive management and the Judicial Council.
- Provides function-specific input to the tactical, strategic, and long-range organization planning efforts.
- Serves as a legal knowledge expert in area of assignment, overseeing, reviewing, and providing analyses and recommendations regarding function-specific and organization-wide issues.
- Negotiates program policy and service agreements with state courts and other government entities.
- Exercises accountability for function activity and related decisions.
- Prepares and administers budgets; monitors/approves expenditures; administers and oversees contracts and procurement activities.
- Attends required meetings; represents the assigned functional area, Judicial Council, and judicial branch to outside entities.

- Guides and oversees preparation of written materials, including research and drafting of training materials, reports, legal updates, legal opinions and comments on pending legislation, requested by various judicial branch entities.
- Works with committees and advisory bodies in developing Judicial Council policies, priorities, goals, and objectives and assists in their implementation, as necessary; reviews and prepares reports, Judicial Council and advisory body agenda items.
- Reviews, creates and makes presentations.
- 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 five (5) years of post-bar experience as a practicing attorney including at least two (2) years of supervisory experience.

OR

Two (2) years as a Supervising Attorney or other supervisor with the Judicial Council of California or two (2) years of experience performing the duties of a class comparable in the level of responsibility to that of a Supervising Attorney or other supervisor in a California Superior Court or California state-level government entity, or four (4) years as an Attorney II, in the assigned area, with the Judicial Council of California 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 active membership with the State Bar of California prior to hire.

##### **KNOWLEDGE OF**

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Managerial and supervisory principles;
- Principles, practice, and methods of assigned function(s) and/or unit(s);
- Principles, practice, and methods of public and business administration;
- Principles, practices, and methods of criminal justice administration;
- Principles, practices, and methods of program administration and management;
- Principles, practices, and methods of modern budgeting, procurement, and human resource management;
- Principles and practices of strategic planning;
- Conflict resolution and negotiation strategies;
- 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 administrative and constitutional law;
- Principles and methods of litigation management;
- Principles of, and techniques for, preparing and delivering effective oral presentations;
- Safe working practices, procedures, and regulations, as assigned;
- Contract administration and service evaluation, as assigned;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

### **SKILL IN**

- Managing the interpretation and application of applicable laws, regulations, and standards;
- Managing, supervising, evaluating, and motivating staff;
- Strategic planning and the implementation of organization-wide policy objectives and directives into unit operations;
- Managing the development and implementation of goals, objectives, policies, procedures, and work standards;
- Managing standards and quality assurance;
- Providing mediation, negotiation and conflict resolution;
- 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;
- Listening and considering different points of view;
- Building consensus and resolving conflicts;
- Effectively collaborating with others;
- Public speaking;
- Exercising business and political acumen;
- Exercising confidentiality;
- 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 frequent statewide travel.

**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.*