

Supervising 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 professional level supervisory class. Incumbents, as assigned, are responsible for providing day-to-day supervision of three or more Judicial Council staff, including two exempt-level attorneys engaged in house counsel/litigation and legal policy analyses to the Judicial Council and other judicial branch entities, and/or legal/judicial branch education.

DISTINGUISHING CHARACTERISTICS

The Supervising Attorney class is distinguished from lower-level classes in the Legal Services Job Family in that it supervises three or more attorneys, including a minimum of two exempt-level staff, and may supervise other staff as assigned. Supervision includes participation in, and/or implementation of, hiring and disciplinary decisions. An incumbent in this position exercises considerable independent judgment in establishing policies, procedures, and standards.

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.)*

- Supervises the day-to-day activities of one or more legal services units; develops, recommends and implements operating policies and practices; develops, recommends and implements work processes and sets standards.
- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; provides for training and development; conducts performance evaluations and administers discipline, as required.
- Represents the Judicial Council in key stakeholder meetings; collaborates with stakeholders to ensure a high level of customer service.
- Responds to questions and makes presentations to branch leadership, as well as representatives from the executive and legislative branches of government and other key criminal justice partners.
- Reviews and edits staff memoranda, reports, rules, forms, guides, and related documents.
- Serves as subject matter expert, analyzing the most highly complex and sensitive legal issues for the Judicial Council, advisory bodies, appellate and trial court management, and presiding judges and justices.
- Serves as counsel to Judicial Council advisory bodies, as assigned.
- Serves as in-house counsel and subject matter law expert providing formal oral and written legal advice, opinions, and legal services to clients, as assigned.
- Represents judicial branch clients in various investigations and administrative litigation matters, as assigned.

- Directs and supervises outside counsel’s handling of litigation, arbitrations, and administrative cases; approves billing statements and authorizes work, as assigned.
- Monitors legislative, statutory, regulatory, and case law developments in assigned areas.
- Maintains proficiency in assigned area of expertise through research and continuing education.
- Leads meetings.
- 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 four (4) years of post-bar experience as a practicing attorney, which includes one (1) year of supervisory experience.

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.

OR

Two years as an Attorney, in the assigned area, with the Judicial Council of California or two years of experience performing the duties of a class comparable in the level of responsibility to that of an Attorney in a California Superior Court or California state-level government entity 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 membership with the State Bar of California prior to hire.

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Supervisory principles, practices, and techniques;
- Organizing, prioritizing, assigning, and monitoring multiple work activities to meet critical deadlines;
- Business methods, principles, and practices;
- Principles and practices of public and business administration;
- Principles and practices of criminal justice administration;
- Principles and practices of program administration and management, as assigned;
- Project management principles;
- Principles and methods of function supervised.
- 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 practice of California criminal law and procedures, as assigned;
- Principles and practices of California 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;
- Principles and practices of California Environmental Quality Assurance, as assigned;
- Principles and practices of Alternative Dispute Resolution, as assigned;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Interpreting and applying applicable laws, codes, regulations, and standards;
- Supervising, monitoring, training, and evaluating staff;
- Coordinating deadlines, prioritizing competing demands, and assigning work;
- Providing conflict resolution;
- Exercising political acumen, tact, and diplomacy with internal and external stakeholders and clients;
- Providing critical thinking;
- Providing project management, organization, and logistics;
- Monitoring project schedules, status, and compliance;
- Editing legal instructions, opinions, guides, correspondence, and reports;
- 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;
- Critical thinking and analysis of complex materials;
- Listening and considering different points of view;
- Building consensus and resolving conflicts;
- Public speaking;
- 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. Some positions may require frequent travel, including overnight 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.*