

## **Director, General Counsel**

### **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.

### **CLASS SUMMARY**

This is an executive-level legal class. The Director, General Counsel directs the Legal Services office and is responsible for serving as legal advisor for organization-wide legal affairs, providing legal advice and services to the Chief Justice, the Judicial Council and its staff, and the judicial branch. The incumbent exercises strategic and visionary thinking having long-term organization-wide application and impact; develops and implements legal programs critical to the Judicial Council; and exercises control and supervision of multiple assigned functions and/or units and significant resources.

### **DISTINGUISHING CHARACTERISTICS**

This class is distinguished from other classes in the Legal Services Job Family in that the Director, General Counsel has oversight of the Legal Services office and legal matters that may relate to the Judicial Council, Judicial Council staff, and/or the judicial branch.

The Director, General Counsel classification is distinguished from the Chief Officer, Attorney in that the Chief Officer, Attorney serves as chief legal counsel and the pinnacle of legal authority for the judicial branch, providing oversight to multiple offices and strategic direction for the organization, supporting and interpreting the direction and efforts of the Administrative Director and the Judicial Council.

### **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 to the Chief Justice, Judicial Council, and the judicial branch, directing legal representation, legal opinions, and legal advice.
- Provides input for tactical, strategic, and long-range organization planning efforts.
- Serves as knowledge expert for the office; overseeing, reviewing, and directing legal advice and recommendations.
- Formulates and directs the development and implementation of programs, policies, and procedures for multiple units based on strategic plans, vision, and Judicial Council policy objectives.
- Directs and oversees work planning and objectives to carry out the policy direction of executive staff and the Judicial Council.
- Directs the preparation and administration of the office's budget and procurement.
- Attends required meetings; represents the office, Judicial Council, and judicial branch to outside entities.
- Represents the office to citizens, public, and private agencies; responds to/resolves difficult or complex inquiries or complaints.
- Monitors legislative, statutory, regulatory, and case law developments.
- Plans, organizes, administers, reviews, and evaluates the work of staff through subordinate managers.

- Creates performance and development plans for staff, conducts periodic discussions about progress, prepares written performance evaluations; makes hiring, termination, and disciplinary decisions.
- Performs other duties of a similar nature and level as assigned.

### **EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES** *(Illustrative Only)*

This is a single incumbent classification.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE**

Juris doctor, and eight (8) years of post-bar experience as a practicing attorney, including at least five (5) years of increasingly responsible management 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;
- Principles and practices of executive and strategic leadership;
- Principles and practices of intergovernmental relations;
- Recent developments, current literature/trends, and sources of information in assigned field;
- Managerial and supervisory principles;
- 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;
- Project management principles;
- Substantive and procedural principles of California and federal statutory and case law;
- Principles and methods of legal research and analysis;
- 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;
- Conflict resolution and negotiation strategies;
- Principles of, and techniques for, preparing and delivering effective oral presentations;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

#### **SKILL IN**

- Directing the interpretation and application of applicable laws, codes, regulations, and standards;
- Managing, supervising, evaluating, and motivating staff;
- Strategic planning and the development and effective execution of department work plans that incorporate and execute organization-wide policy objectives and directives;
- Directing the development and implementation of goals, objectives, policies, procedures, and work standards;

- Managing budgets and allocating resources to achieve strategic objectives;
- Managing standards and quality assurance;
- Providing mediation, negotiation, and conflict resolution;
- 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;
- Providing risk management;
- 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 and out of state 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.*