

Chief Officer, 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.

CLASS SUMMARY

This is an executive-level legal class. The incumbent is responsible for overseeing and managing all legal affairs, serving as the chief legal advisor providing legal advice and services to the Chief Justice, the Judicial Council and its staff, and the judicial branch. The Chief Officer, Attorney provides strategic direction for the organization, supporting and interpreting the direction and efforts of the Administrative Director and the Judicial Council. The Chief Officer, Attorney, Chief Officer I/II, and the Administrative Director work in collaboration as a unit to form and manage the Judicial Council Executive Office which provides strategic leadership for the Judicial Council, staff, and judicial branch. The incumbent applies advanced management principles with critical impact on the public and the organization, exercising strategic and visionary thinking having long-term organization-wide application and impact; develops and implements programs critical to the Judicial Council; and exercises control and supervision of multiple assigned offices and significant resources. Responsibility crosses multiple functional units within the organization and positions have responsibility for organization-wide outcomes.

DISTINGUISHING CHARACTERISTICS

The Chief Officer, Attorney class is distinguished from the Administrative Director in that the Administrative Director is the highest-ranking staff level position in the organization, accountable directly to 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 chief legal counsel to the Chief Justice, Judicial Council, and the judicial branch, as the pinnacle of legal authority, directing all legal representation, legal opinions, and legal advice.
- Leads and directs the operation of the Legal Services office and other assigned offices with responsibility for functional outcomes, long-range planning, strategic vision, and budget and performance outcomes.
- Provides subject matter and legal advice and expertise to the Chief Justice, the Judicial Council, and its advisory bodies.
- Serves as advisor to the Administrative Director on services provided by the offices overseen.
- Represents the interests and positions of the Judicial Council to justice system partners and the executive and legislative branches of state government.
- Serves as a member of the executive team working in collaboration with the Chief Officer I/II and the Administrative Director to form and manage the Judicial Council Executive Office.
- Leads and directs the development and implementation of programs, policies, and procedures for the offices overseen based on strategic plans, vision, and Judicial Council policy objectives.

- Directs and oversees work planning and objectives to carry out the policy direction of the Judicial Council.
- Exercises accountability for the offices overseen and related decisions.
- Directs the preparation and administration of the budget for subordinate offices.
- Supervises senior-level staff and directors to include conducting performance evaluations; making hiring, termination, and disciplinary decisions.
- Directs the preparation and review of reports, and Judicial Council and advisory body agenda items.
- Directs the strategy and creation of public presentations; makes complex and sensitive presentations to a variety of audiences.
- 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 ten (10) years of post-bar experience as a practicing attorney, including at least eight (8) years of increasingly responsible management experience. *Additional directly related experience and/or education may be substituted on a year-for-year basis.*

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;
- The judicial branch and its role in state government;
- 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;
- Conduct of proceedings in California courts;
- Principles of administrative and constitutional law;
- Principles and methods of litigation management;
- Current and emerging issues confronting courts and state and local government;
- Principles and practices of executive and strategic leadership;
- Principles and practices of intergovernmental relations;
- Budget and legislative processes;
- 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;
- Applying legal principles and precedents to facts;
- Presenting statements of fact, law, and argument clearly, concisely, and logically;
- Managing litigation and legal strategy;

- Identifying needs and issues;
- Developing programs and initiatives;
- Advocating for the California court system;
- Problem-solving and conflict resolution;
- Managing, supervising, evaluating, and motivating senior-level staff;
- Directing strategic planning efforts;
- Directing the development and implementation of multiple, diverse, and interrelated goals, objectives, policies, procedures, and work standards;
- Effectively collaborating with others;
- Public speaking;
- Exercising business and political acumen;
- Providing risk management;
- 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.*