

JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courts.ca.gov/career

EMPLOYMENT OPPORTUNITY

JOB TITLE: ATTORNEY II
UNIT: TRANSACTIONS AND BUSINESS OPERATIONS (LEGAL SERVICES)
LOCATION: SAN FRANCISCO OR SACRAMENTO, CA
JOB OPENING: 6040

OVERVIEW

The Legal Services office of the Judicial Council of California provides quality, timely, and ethical legal advice and services to the Supreme Court, Courts of Appeal, and trial courts, and to the Judicial Council, and its advisory bodies and staff.

Legal Services is currently searching for an attorney to join its dynamic San Francisco law office made up of a highly skilled workforce that provides effective legal support to judicial branch clients on challenging, varied, and significant legal issues. This attorney will support the two primary functions of the office, house counsel and rules and projects, by providing primary support to the Transactions and Business Operations Unit. The Transactions and Business Operations Unit attorney supports the Judicial Council and the trial and appellate courts on a full range of contract and business transactional issues, as well as providing legal advice on court and judicial branch business operations. This includes advice regarding the procurement of goods and services (including for information technology goods and services), facilities maintenance contracts, intergovernmental agreements, and the purchase, use and licensing of various forms of intellectual property. The attorney will independently manage a workload in a collegial and collaborative environment.

The Judicial Council strives for work life balance and includes substantial vacation and holiday time. In addition, we offer an excellent benefits package including pension, medical, dental and vision coverage, flexible spending, up to \$130 per month reimbursement for qualifying commuting costs, and retirement savings plans. The successful candidate will be expected to work in the Judicial Council's San Francisco or Sacramento office; hybrid work options for employees who live in areas surrounding these locations may be considered.

To complete an online application, go to job opening #6040 at <https://www.courts.ca.gov/careers.htm>

RESPONSIBILITIES

- Provide legal advice to California judicial branch entities on a full range of contract and business transactional issues, including, but not limited to, advice regarding the procurement of goods and services (including for information technology goods and services), facilities maintenance contracts, intergovernmental agreements, and the purchase, use and licensing of various forms of intellectual property.
- Legal review and drafting of appropriate documents.
- Resolution of non-litigated contractual and procurement disputes.
- Updating and revision of the Judicial Branch Contracting Manual (JBCM). See

<http://www.courts.ca.gov/18759.htm>.

- Analyze and advise on risk allocation and liability arising from contracts and business relationships and activities.
- Work with clients in the identification, selection, and retention of outside counsel, including negotiation of fee structure.
- Work with outside counsel on business operations or transactional matters such as assistance in drafting agreements and review and audit of billings to ensure compliance with agreements.

MINIMUM QUALIFICATIONS

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.

DESIRABLE QUALIFICATIONS

- Experience handling transactional matters and providing business operations legal advice.
- Experience with public sector clients.
- Exceptional legal research, analytical, and oral and written communication skills.
- Experience researching, analyzing, and writing legal memoranda about complex areas of law.
- Experience in one or more of the following areas of the law:
 - Transactions and business law
 - Alternative dispute resolution
 - Public access to administrative or court records
 - Civil law

SKILLS

- Excellent critical thinking, problem solving capabilities, and judgment;
- Superior communication, interpersonal, diplomacy, and public speaking skills;
- Ability to present issues and advocate positions clearly, concisely, and logically;
- Ability to manage workloads, coordinate deadlines, and prioritize competing demands;
- Ability to work efficiently and independently but with close supervision of final work product.
- Ability to work autonomously while being a team player with a positive and enthusiastic attitude;
- Ability to listen to and consider different points of view;
- Ability to build consensus and resolve conflicts; and
- Ability to maintain effective working relationships.

KNOWLEDGE OF

- Methods of electronic legal research;
- Principles and methods of legal writing;
- Applicable business equipment and desktop applications.

HOW TO APPLY

This position is Open Until Filled and requires the submission of our official application, and a resume. To ensure consideration of your application for the earliest round of interviews, please apply by **Friday, September 29, 2023**.

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The Judicial Council provides reasonable accommodation to applicants with disabilities who request

such accommodation. Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260. Telecommunications Device for the Deaf (415) 865-4272.

PAY & BENEFITS

Monthly Salary Range:

\$12,248 - \$14,695 per month

OTHER INFORMATION

Please note, if you are selected for hire, verification of employment eligibility or authorization to work in the United States will be required.

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 14 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- Up to \$130 per month reimbursement for qualifying commuting costs
- Pre-Tax Parking Savings Program
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Disability (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Judicial Council of California Is an Equal Opportunity Employer.

Supplemental Questionnaire

To better assess the qualifications of each applicant, we will review your responses to the following questions. Please indicate for which employer you performed these functions. Your answers should not exceed a total of three pages.

1. Please describe why you are interested in this position and address your experience with drafting and negotiating contracts.
2. Please state your date of admission to the State Bar of California.

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