

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 – Labor & Employment Unit
LOCATION: San Francisco or Sacramento
JOB OPENING: 6125

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, trial courts, Judicial Council, and the Judicial Council's advisory bodies and staff. Legal Services is currently searching for an attorney to join its dynamic law office that provides legal support to judicial branch clients on challenging, varied, and significant legal issues. The attorney will have meaningful experience in general employment and labor law. The attorney will independently manage a workload in a collegial environment and may work across practice groups to serve judicial branch clients.

Attorneys within the Legal Services office often support the work of units other than their primary assignment. Depending upon experience, the attorney who fills this position may be called upon to work with other Legal Services units to provide written legal opinions, staff advisory bodies, draft rules of court and legislation, and manage litigation.

The Judicial Council strives for work-life balance and provides substantial vacation and holiday time. In addition, the Judicial Council offers an excellent benefits package including pension, medical, dental and vision coverage, flexible spending, a public transit stipend for 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.

RESPONSIBILITIES

- Provide legal advice on labor matters, including interpretation of collective bargaining agreements, employer-employee relations rules and procedures, grievances, and unfair labor practice charges.
- Provide in-house counsel and labor and employment law advice to the trial and appellate courts and the Judicial Council.
- Provide legal advice on a diverse range of employment issues, including employee discipline and termination, disability accommodations, leaves of absence, FMLA/CFRA leave entitlements, grievances, employee benefits, and wage and hour issues.
- Manage investigations of complaints as to employment issues.
- Evaluate and manage employment litigation and labor arbitrations.
- Retain and actively manage outside counsel in all stages of litigation.
- Defend and advocate for trial courts in proceedings before the Public Employment Relations Board.
- Evaluate, review, and develop personnel policies and related materials.

- Present labor and employment-related trainings for judicial branch clients and the Judicial Council.
- Consult with or advise committees, advisory bodies, and work groups on labor and employment-related issues.
- Depending upon background and experience that may be of direct service to the courts and the Judicial Council, the attorney may be called upon to perform additional duties or assist other Legal Services units in areas of labor and employment law, litigation management, ethics, and real estate transactions and advice, as well as draft rules of court and legislation, prepare written legal opinions, and support Judicial Council advisory bodies focused on civil law and procedure and court operations.

QUALIFICATIONS

EDUCATION AND EXPERIENCE

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

- Substantial experience in labor and employment law;
- Exceptional communication, interpersonal, negotiating, and public speaking skills;
- Exceptional legal research, writing, and analysis abilities; and
- Experience in or with the public sector.

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 autonomously while being a team player with a positive and enthusiastic attitude;
- Ability to listen to and consider different points of view;
- Ability to building consensus and resolve conflicts; and
- Ability to maintain effective working relationships.

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances, particularly in labor and employment law;
- Principles and practices of California and federal labor and employment law;
- Principles and methods of legal research (including electronic research) and analysis;
- Principles and methods of legal writing and editing;
- Principles and methods of litigation management; and
- Principles and practices of civil procedure, constitutional law, and administrative law.

HOW TO APPLY

This position is **Open Until Filled** and requires the submission of our official application, cover letter, writing sample, responses to the supplemental questions, and a resume. To ensure consideration of your application for the earliest round of interviews, please apply by **January 05, 2024**.

To complete an online application, go to job opening #6125 at <https://www.courts.ca.gov/careers.htm>

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.

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.

PAY & BENEFITS

Monthly Salary Range:

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

[Starting Salary: \$12,248 per month]

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 explain why you are interested in this position, and describe the skills you would bring to the position.
2. Please describe your substantive legal experience and background in labor law, including your experience counseling clients on labor issues as well as representing employers and/or labor organizations in matters before the California Public Employment Relations Board, California Agricultural Labor Relations Board, and/or National Labor Relations Board. Please include any experience that involved work in a unionized environment.
3. Please describe your substantive legal experience and background in employment law and employment litigation.
4. Please describe any work you have performed with public sector employers or public sector employees.
5. Are you an active member of the California State Bar?

