EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Supervising Attorney or Principal Manager I

**LOCATION:** Sacramento, CA

**JOB OPENING:** 4915

**OVERVIEW**
The Judicial Council is the policymaking body of the California courts. Under the leadership of the Chief Justice and in accordance with the California Constitution, the council is responsible for ensuring the consistent, independent, impartial, and accessible administration of justice.

The council’s Governmental Affairs office, located just four blocks from the Capitol, represents and advocates for the judicial branch on legislative and policy matters. The Governmental Affairs team reviews all legislation, identifies bills of interest to the courts, staffs the council’s Policy Coordination and Liaison Committee in formulating positions on bills, and participates in legislative proceedings.

The Supervising Attorney or Principal Manager I, under the direction of the Director of Governmental Affairs and the Administrative Director of the Courts, will assist in managing and directing the work of the Governmental Affairs office. The office includes attorneys, legislative advocates, and administrative support professionals.

**RESPONSIBILITIES**
- Acts on behalf of Director making executive-level decisions when Director is out of the office and represents Director in executive meetings the Director is unable to attend;
- Manages legislative advocacy function including ongoing supervision of and leadership for the advocacy team;
- Advocates on subject matter issues including: civil practice and procedure, complex litigation, appellate law and procedure, civil juries, probate and mental health, and alternative dispute resolution;
- Serves as lead staff to the Judicial Council’s key policy committee, developing recommendations for Judicial Council positions, and drafting and presenting reports to the committee;
- Works with Judicial Council advisory committees and staff to determine the impact of proposed legislation on the courts and in development of council-sponsored legislation;
- Analyzes all introduced and amended legislation identifying bills of interest to the courts;
- Advocates Judicial Council positions on legislative issues;
• Attends and testifies at hearings. Meets with legislative and executive branch representatives, staff, and other constituencies to discuss position/concerns of the Judicial Council and Judicial Council-sponsored legislation;
• Works with legislators and legislative staff providing technical assistance or conveying impacts of legislation on the judicial branch;
• Plans and directs outreach activities, such as: The Bench-Bar Coalition; liaison meetings with the Chief Justice; Day on the Bench program; and attends statewide meetings and conferences;
• Develops educational programs for Legislative and administration staff such as new legislator orientation;
• Collaborates with Judicial Council leadership, executives and staff on projects as assigned, with emphasis on policy and fiscal considerations related to pending legislation or ballot initiatives; and
• Maintains/updates legislative summaries; preparing analysis of enacted legislation impacting the courts.

QUALIFICATIONS

Supervising Attorney: Juris Doctor and five (5) years of post-bar experience as a practicing attorney, which includes one (1) year of supervisory experience.

After passing the state bar, work experience as a Law Clerk to a federal judge prior to formal state 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 memberships with the State Bar of California

Principal Manager I: Bachelor’s degree and seven (7) years of professional-level analytical or managerial experience in assigned function including, but not limited to, program analysis, development, implementation, research, and advising, including at least three (3) years of increasingly responsible management experience. Additional directly related experience and/or education may be substituted on a year-for-year basis.

KNOWLEDGE OF
• Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
• Managerial or supervisory principles, practices, and techniques;
• Legislative and political processes and procedures;
• Public relations and coalition building strategies;
• Principles and techniques of legislative analysis;
• Legislative advocacy and lobbying techniques;
• Principles and techniques of project management;
• Problem-solving and conflict resolution methods and techniques;
• Principles and practices of public and business administration;
• Principles and practices of civil law and procedures;
• Principles and practices of budget and fiscal management;
• Principles and practices of court and criminal justice administration;
• Principles and practices of program administration and management;
• Principles and applications of critical thinking and analysis;
• Unique policy information needs of the legislature and legislative staff;
• Detailed understanding of the legislative process, procedures, rules of organization, and legislative advocacy;
• Applicable work rules and policies; and
• Applicable business equipment and desktop applications.

SKILL IN
• Managing the interpretation and application of applicable laws, regulations, and standards;
• Supervising, monitoring, training, and evaluating staff;
• Performing complex legal research and analysis;
• Managing project or program finances;
• Drafting and providing testimony about pending legislation;
• Working effectively under pressure, with multiple deadlines and changing priorities;
• Analyzing and making sound recommendations on a variety of issues, possess interpersonal skills and the ability to lead, communicate, and work effectively with diverse groups, including legislators, judicial officers, and other stakeholders;
• Negotiating on sensitive and/or controversial matters;
• Developing policies and procedures, as assigned;
• Monitoring project schedules, status and compliance;
• Facilitating group discussions and building consensus;
• Writing and editing complex reports and documents;
• Exercising confidentiality; and
• Ability to plan, direct and review the work of others on a project or day-to-day basis.

HOW TO APPLY
To ensure consideration of your application, please apply by 5:00 P.M. on Wednesday, February 27, 2019. This position requires the submission of our official application, a resume, a cover letter, and answer to supplemental questions.

To complete an online application, please click the Apply for Job button.

Please refer to “Supervising Attorney, Job Opening # 4915” on your application materials and all correspondence.

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.

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 Ranges:

**Supervising Attorney:** $11,847 - $14,218 per month
Starting Salary: $11,847 per month

**Principal Manager I:** $8,606 - $12,909 per month
Starting Salary: $8,606 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- $130 transit pass subsidy per month
- 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)

To better assess the qualifications of each applicant, we will review your responses to the following questions. Your answers should not exceed a total of three pages.

1. Briefly describe your relevant work experience involving the legislative and budget process.

2. Briefly describe your relevant work experience, if any, involving the California Judicial Branch.

3. Describe your experience developing policy impact statements and analyzing data; preparing reports for executive management review; and creating presentations for decision-making bodies.

4. Please list the knowledge, skills, and abilities that you believe make you a strong candidate for this position.

5. Please describe your work experience that involved providing lead direction or involved complex and highly sensitive issues.

6. Please describe your experience with civil law and procedure, if any, in your current or previous positions.

7. Describe your experience in the civil justice system, focusing on how your experience would assist you in developing and implementing policy initiatives.