

MANAGING ATTORNEY

DEFINITION

Under policy direction, manages a legal program or unit of the Judicial Council; performs related work as assigned.

CLASS CHARACTERISTICS

This is the manager level in the Attorney series. Incumbents are responsible for managing personnel and programs within organizational and policy confines while ensuring accomplishment of organizational goals and objectives.

EXAMPLES OF DUTIES (*illustrative only*)

- Develops and implements goals, objectives, policies, procedures, and work standards for the legal unit or program.
- Plans, organizes, administers, reviews, and evaluates the work of staff, often through subordinate supervisors.
- Creates performance and development plans for employees, conducts periodic discussions about progress on performance and development plans, and prepares written performance reviews and discusses same with assigned staff.
- Oversees or provides for the selection, training, professional development, and discipline of staff.
- Plans, manages, reviews, and evaluates programs related to the legal area to which assigned.
- Develops, administers, and monitors budgets of assigned legal program or unit.
- Negotiates program policy and service agreements with state courts and other government entities.
- Works with committees in developing Judicial Council's policies, priorities, goals, and objectives and assists in their implementation as necessary.
- Represents the judiciary to internal and external customers, including the other branches of government, on issues pertaining to the unit's or program's functional areas.

WORKING CONDITIONS

- Attend meetings outside of normal working hours.
- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Management principles and practices, including goal setting; employee development; program development, implementation, and evaluation; and the supervision of employees.
- Principles and practices of budget development and administration.
- Principles of substantive and procedural law and their applications.
- Scope and character of California statutory and case law and provisions of the United States and California Constitutions.
- California Rules of Court; the legislative process; drafting statutes and Constitutional provisions governing the organization, duties, powers, procedures, management, and conduct of the work of the trial and appellate courts.
- Legal research methods, principles of administrative and constitutional law.
- Rules of evidence and conduct of proceedings in California trial and appellate courts.
- Problem-solving and conflict resolution methods and techniques.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Develop and implement goals, objectives, policies, procedures, and work standards.
- Manage programs and staff often through subordinate supervision.
- Translate unit goals, objectives, and policies into day-to-day operations.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner.
- Develop and administer the budget of the assigned area.
- Perform legal research, including computerized legal research; apply legal principles and precedents to particular sets of facts.
- Analyze policy issues; present statements of facts, law, policy, and argument clearly, concisely, and logically in both written and oral form.
- Draft legal benchbooks and judicial practice guides, legal correspondence, and reports effectively and concisely.
- Analyze, draft, and testify on proposed legislation.
- Interact successfully with advisory committees, judges, court and agency staff, the State Bar, the Legislature, and the public.
- Develop and maintain relevant subject matter expertise.
- Use initiative and independent judgment within general policy guidelines.

- Effectively negotiate program and policy service agreements with outside entities.
- Knowledgeably and effectively represent the judiciary on issues pertaining to the program's or unit's functional areas.
- Apply problem-solving and conflict resolution methods and techniques.
- Work effectively with internal and external committees.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

Admission to the State Bar of California.

Education and Experience:

Admission to the State Bar of California and six years of post-bar experience including a minimum of two years of increasingly responsible management experience.

OR

Two years as a Supervising Attorney or three years as a Senior Attorney with the judicial branch.