

STATE OF CALIFORNIA

Judicial Branch

Supreme Court

Class Code: 2481

January 2000

Revised: December 2009

Revised: February 2014

REPORTER OF DECISIONS

DEFINITION

Under direction from the Supreme Court, executes the court's constitutional and statutory responsibilities pertaining to opinion publication by managing assigned staff and activities, and by generally managing the publisher's work pursuant to the Official Reports publication contract; performs related work as assigned.

CLASS CHARACTERISTICS

Reporter of Decisions is a single-incumbent executive-level class in the Supreme Court legal series. The incumbent is responsible for all Supreme Court and Court of Appeal decisions. In addition to functioning as the court's editor-in-chief for the Official Reports, the incumbent is responsible for managing personnel and programs of the Reporter of Decisions Office 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 staff of the Reporter of Decisions Office.
- Plans, organizes, administers, reviews, and evaluates the work of assigned staff.
- Selects staff; trains staff and provides for their professional development; administers discipline as required.
- Plans, manages, reviews, and evaluates programs related to the Reporter of Decisions Office programs.
- Develops and implements program and operational policies and procedures.
- Ensures the integrity, accuracy, accessibility, and utility of California's body of appellate opinions to facilitate legal research by the bench, bar, and public.
- Explains to publishers and the public how statutes, Rules of Court, and Supreme Court policies and practices apply to opinion publication.
- Leads the negotiating for the Official Reports publishing contract.
- Supervises the release of appellate opinions and related information to the public through the judicial branch's Web site.
- Discusses matters of citation styles and publication practices and procedures with appellate court justices and staff.
- Reviews and updates content of the *California Style Manual* as needed.
- Supervises the following activities:

- Ensuring the quality and accuracy of editorial materials such as case summaries, opinion syllabi, and a variety of collateral materials related to opinions of the appellate courts of California.
- Identifying and resolving errors, inconsistencies, anomalies, problems, and queries related to publishing official court opinions and related materials.
- Reviewing and revising the editorial work of the private publisher of official court opinions and documents.
- Releasing published opinions and related information to the public via the judicial branch's Web site.
- Researching queries regarding perceived inaccuracies and inconsistencies in content, style, citations, quotations, substantive law and procedure, grammar, title, editorial legal information, and format of published opinions.

WORKING CONDITIONS

- 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 supervision of employees.
- Substantive and procedural legal principles and applications as related to legal editorial and publishing practices, procedures, and methodology.
- The editorial and general business practices of legal information providers, including how legal information is prepared, enhanced, composed and printed, made available by computer, and marketed.
- Scope and character of California and federal statutory and case law and provisions of the United States and California Constitutions, California Rules of Court, the *California Style Manual* and other sources that directly or indirectly affect the publication of appellate opinions.
- Legal research methods.
- Principles of administrative and constitutional law.
- Rules of evidence and procedure in California trial and appellate courts.
- Expertise in the principles of language mechanics and writing style, particularly as to appropriate styles for citing supporting authority for propositions stated in legal writing.
- The operation of personal computers and the use of specified computer applications, such as word processing.
- 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, policies, procedures, and work standards.

- Manage programs and staff.
- Translate 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.
- Use initiative and independent judgment within general policy guidelines.
- Organize, prioritize, and coordinate work activities and meet critical deadlines.
- Perform complex legal research, including computerized legal research; apply legal principles and precedents to the publication of appellate court opinions and other related materials.
- Analyze legal issues; present statements of facts, law, policy, and argument clearly, concisely, and logically in both written and oral form.
- Draft a variety of legal documents and correspondence.
- Interact successfully with justices, court and agency staff, and the public.
- Exercise sound judgment and integrity consistent with representing the judicial branch; maintain confidentiality of work product.
- Make sound business analyses and judgments to ensure that the Official Reports are made available on the terms most favorable to the state and the public, and to ensure commercial viability of the Official Reports for fulfilling the Supreme Court’s constitutional and statutory responsibilities for opinion publication.
- Operate personal computers and use specified computer applications, such as word processing.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education, Licensure, and Experience:

Possession of a juris doctor degree and active membership in the State Bar of California, plus the following: the equivalent of eight years of relevant post-bar experience, including five years of editorial experience in preparing and enhancing legal information for publication, and a minimum of two years of supervisory experience in a legal setting such as a private law practice, corporation, government agency, law school, court, or legal publishing company.

OR

Possession of a juris doctor degree and active membership in the bar of another jurisdiction, plus the following: the equivalent of ten years of relevant post-bar experience, including seven years of editorial experience in preparing and enhancing legal information for publication, and a minimum of three years of supervisory experience in a legal setting such as a private law practice, corporation, government agency, law school, court, or legal publishing company.

OR

Two years of experience at the level of a Senior Appellate Court Attorney, or higher, in the California Court of Appeal or of a Senior Supreme Court Attorney, or higher, in the California Supreme Court.

NOTE:

Work experience as a law clerk to a federal judge after passing a state bar but prior to formal state bar admission will be considered equivalent to post-bar legal experience.