

**ASSISTANT CHIEF SUPERVISING ATTORNEY,**  
**CALIFORNIA SUPREME COURT**

**DEFINITION**

Under policy direction from the Chief Justice and the Chief Supervising Attorney, directs personnel and programs of the legal staff of the Supreme Court; performs related work as assigned.

**CLASS CHARACTERISTICS**

*Assistant Chief Supervising Attorney, California Supreme Court* is an executive management-level class in the Supreme Court legal series. The incumbent is responsible for directing the Supreme Court legal staff and programs within organizational and policy confines while ensuring accomplishment of organizational goals and objectives.

**EXAMPLES OF DUTIES** (*illustrative only*)

- Assists the Chief Justice and Chief Supervising Attorney with matters of court administration.
  - Individually and in collaboration with the Clerk/Executive Officer and Chief Supervising Attorney, drafts court policies and procedures for consideration by the justices.
  - Provides feedback on draft policies and procedures prepared by other court attorneys.
  - In consultation with the Chief Supervising Attorney, proactively assesses current court policies and procedures with the purpose of identifying areas of possible improvement.
- Assists the Chief Justice and the Chief Supervising Attorney with the management of the Chief Justice's Chambers.
  - In consultation with the Chief Supervising Attorney, coordinates and supervises the distribution of workload to attorneys on the Chief Justice's staff (except for assignment of cases for calendar memo and opinion preparation, which is done by the Chief Justice).
- On behalf of the Chief Justice, coordinates with the director of Capital Central Staff on matters relating to the appointment, supervision, payment, and termination of counsel in death penalty-related automatic appeals and habeas corpus matters.
  - Serves as a liaison between the justices and the Executive Director of the Habeas Corpus Resource Center.
- Collaborating with the Chief Supervising Attorney, develops and implements goals, objectives, policies, procedures, and work standards for Supreme Court legal staff and programs.

- Coordinates and facilitates the progress of cases pending before the court.
  - Prepares agendas for the court’s calendar conferences (regarding placement of cases on oral argument calendar).
- As requested, consults with all staff attorneys (on Criminal and Civil Central Staffs and all chambers staff) on both substantive and procedural questions relating to pending cases.
- Supports the Principal Attorney to the Chief Justice on various matters, including those relating to the California State Bar.
- Reviews and edits press releases summarizing issues in cases in which review is granted, cases set for oral argument, and cases in which an opinion is to be filed.
- As back-up to the Chief Supervising Attorney, coordinates the process for appointment of referees in Commission on Judicial Performance proceedings (in response to requests by the commission).
- Undertakes other administrative tasks as requested by the Chief Justice, including participation on various ad hoc court wide committees.
- Assists the Chief Justice with the selection and decision of cases by the court, with specific responsibilities including, but not limited to, the preparation of conference and calendar memorandum drafts, opinion drafts, draft preliminary responses, and analyses of calendar memoranda and opinions prepared by other chambers.
- Provides support to other attorneys within the Chief Justice’s chambers with their preparation of draft calendar memoranda, opinions, preliminary responses, and analyses.
- Performs the duties of the Chief Supervising Attorney when the Chief Supervising Attorney is conflicted or unavailable.
  - Prepares the weekly memoranda concerning the scheduling of cases for upcoming oral argument and assignment of cases as to which review has been granted by the court.
  - Reviews internal status memoranda prepared by the clerk’s office.
  - Reviews and approves notices of upcoming opinion filings by the court.
- Performs other duties as assigned by the Chief Justice and the Chief Supervising Attorney.

#### **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; program development, implementation, and evaluation; and the management of employees through multiple layers of supervision.
- Substantive and procedural legal principles and applications.

- 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 legislative process; 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 procedure in California trial and appellate courts.
- 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, objectives, policies, procedures, and work standards.
- Direct programs and staff, often through subordinate supervision.
- Translate organizational 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.
- Perform complex legal research, including computerized legal research; apply legal principles and precedents to particular sets of facts.
- Analyze legal issues; present statements of facts, law, policy, and argument clearly, concisely, and logically in both written and oral form.
- Draft legal opinions, briefs, and other 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.
- 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.

**Licenses and Certificates:**

Active membership in the State Bar of California.

**Education and Experience:**

Active membership in the State Bar of California and the equivalent of eight years of relevant post-bar experience, including 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**

Two years of experience as a lead or supervising appellate attorney, or as a Supreme Court Chambers Attorney, Level F, with the judicial branch.

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.