

CHIEF SUPERVISING ATTORNEY,
CALIFORNIA SUPREME COURT

DEFINITION

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

CLASS CHARACTERISTICS

Chief Supervising Attorney, California Supreme Court is an executive-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*)

- 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.
 - Reviews and edits weekly salmon and blue lists describing the status of cases.
 - Tracks and supervises the progress of preliminary responses to calendar memoranda by all chambers staff.
 - Prepares agendas for the court's calendar conferences (with regard to placement of cases on oral argument calendar).
 - Tracks and supervises the progress of opinion circulation to ensure timely filing of opinions.
- Consults with and advises Clerk's Office and central and chambers staff attorneys with regard to procedural questions concerning cases pending before the court.
- 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.
- 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.
- Prepares memoranda for administrative conferences at the direction of the Chief Justice.
- 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 courtwide committees.

- Keeps abreast of daily developments in the Legislature and courts affecting the judicial branch and pending cases, for consultation with the Chief Justice and to bring relevant information to the attention of appropriate staff attorneys.
- 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, done by the Chief Justice).
- Consults upon, advises, reviews, and edits preparation of most calendar memoranda and opinions assigned to other staff attorneys on the Chief Justice's staff, prior to submission to the Chief Justice.
- Researches and drafts calendar memoranda and opinions as assigned by the Chief Justice.
- Reviews selected calendar memoranda and opinions circulated by other staffs, and prepares calendar memo and opinion analyses on such cases for the Chief Justice.
- Reviews calendar analyses prepared by other members of the Chief Justice's staff and submits occasional supplemental analyses when appropriate.
- Reviews conference memos and analyses and submits occasional supplemental analyses when appropriate.
- Conducts weekly meetings of the Chief Justice's staff.

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.