

SUPERVISING APPELLATE COURT ATTORNEY

DEFINITION

Under direction, provides day-to-day supervision of assigned staff and activities, and performs specialized legal duties in a Court of Appeal; performs related work as assigned.

CLASS CHARACTERISTICS

Supervising Appellate Court Attorney is the supervisory-level class in the Appellate Court legal series. Incumbents are responsible for supervising legal staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees. Responsibilities typically involve supervising the work of a unit of a court's central staff (such as the writs unit) or a staff performing focused specialized assignments. Incumbents are fully competent to perform independently the full range of complex legal tasks assigned in their courts. This class is distinguished from the manager level in that the latter manages personnel and programs within organizational and policy confines, with responsibility for ensuring accomplishment of organizational goals and objectives.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Develops and implements operational procedures.
- Explains and applies program policies.
- Supervises the following activities:
 - Reviewing, evaluating, and analyzing briefs, petitions, motions, and other pertinent documents filed in a particular case in order to determine factual accuracy, legal issues on appeal, and scope and complexity of issues raised.
 - Preparing written statements of facts pursuant to rules of appellate review.
 - Analyzing legal issues raised by parties.
 - Reading and applying cases, statutes, constitutional provisions, and rules of court cited by parties.
 - Conducting independent research for relevant cases, statutes, court rules, and secondary sources not cited by parties.
 - Researching legislative history and intent of particular statutes.

- Drafting conference memoranda, opinions, orders, and requests for supplemental briefing.
- Using citator services to verify precedential value of citations.
- Consulting with other attorneys and/or professional staff regarding issues on appeal.
- Attending oral arguments.
- Reviewing, evaluating, and analyzing petitions for rehearing.
- Serving on court committees as required.
- Conducting special legal research and assignments when requested, including editing of work prepared by court externs.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- 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:

- Plan, organize, supervise, review, and evaluate the work of others.
- 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 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 senior or lead appellate attorney, or as a Supreme Court Chambers Attorney, Level E or 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.