

SENIOR LEGAL ADVISOR
(SUPREME COURT COMMITTEE ON JUDICIAL ETHICS OPINIONS)

DEFINITION

Article VI, section 18(m) of the California Constitution charges the Supreme Court with adopting the Code of Judicial Ethics to govern the conduct of judges and judicial candidates. The Supreme Court has adopted rule 9.80 of the California Rules of Court and established the Committee on Judicial Ethics Opinions to provide judicial ethics advisory opinions and advice to judicial officers and candidates for judicial office. The committee acts independently of the Supreme Court, the Commission on Judicial Performance, the Judicial Council, and all other entities.

Under general direction from the Chair of the Supreme Court Committee on Judicial Ethics Opinions, provides lead direction and reviews work of assigned staff; performs specialized legal work in support of the Supreme Court's Committee on Judicial Ethics Opinions; assists in the development of procedures for the Committee, and performs related work as assigned by the Chair.

CLASS CHARACTERISTICS

Senior Legal Advisor is the lead and/or specialized-level class in the *Legal Advisor* series. Incumbents may serve in a lead capacity and direct the work of assigned staff, and must be capable of working independently and dealing with technical, complex, and sensitive projects. The Senior Legal Advisor will report directly to the Committee Chair and to the Committee, as directed. The Senior Legal Advisor will be responsible for the day-to-day operations of the Committee under the general supervision of the Committee Chair.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides lead direction, training, and reviews work; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Works independently and collaboratively.
- Assists the committee in:
 - Reviewing, evaluating, and analyzing pertinent documents, questions, and requests for advice in order to evaluate and assess the ethical issues, and the scope and complexity of inquiries received.
 - Researching the applicable law contained in the Code of Judicial Ethics, statutes, constitutions, and precedent.
 - Preparing formal written opinions.
 - Drafting memoranda, opinions, and requests for supplemental information.

WORKING CONDITIONS

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

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Knowledge and understanding of the California Code of Judicial Ethics and related ethical issues.
- Substantive and procedural legal principles and applications relating to ethics.
- 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 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:

- Work under the direction and supervision of the Committee Chair and the Committee.
- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment as required.
- 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.
- Interact successfully with committee members, agency staff, judicial branch members, and the public.
- Exercise sound judgment and integrity;
- 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.

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 in a legal setting such as a private law practice, corporation, government agency, law school, court, or legal publishing company, including one year of supervisory experience.