

Attorney I

JOB FAMILY DEFINITION

This classification falls within the Legal Services Job Family encompassing a range of work in which incumbents are responsible for providing in-house legal counsel, legal/judicial education, and legal policy analysis to the Judicial Council and other judicial branch entities. The class represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

Incumbents, as assigned, are responsible for providing legal subject matter expertise for labor and employee relations; development of judicial and legal education programs and publications; and legislative, policy, and fiscal impact analysis and advocacy.

DISTINGUISHING CHARACTERISTICS

The Attorney I classification is distinguished from the Attorney II classification in that the Attorney I does not provide house counsel services, or manage litigation and claims involving the Judicial Council and/or judicial branch entities. The Attorney I classification provides legal subject matter expertise for labor and employee relations; judicial branch education content development and publications; and legislative, policy, and fiscal impact analysis and advocacy.

The Attorney I classification requires the consistent exercise of discretion and judgment in matters of significance, using advanced knowledge, to analyze and interpret information and provide legal expertise.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Analyzes and prepares judicial education content, legal memoranda, policy papers, issue papers, legal opinions, policy memoranda, and procedural publications, as assigned.
- Monitors statutory, regulatory, and case law developments in assigned areas.
- Serves as staff to Judicial Council advisory bodies, trial courts, and other judicial branch entities, providing legal subject matter expertise, as assigned.
- Provides training to internal and/or external clients in assigned area.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

Positions assigned to judicial education and publications may be responsible for:

- Developing and maintaining the content, design, and evaluation of legal and judicial education for both live and distance education.
- Designing curricula and developing education and informational materials.
- Recruiting, selecting, and serving as a legal subject matter resource for course faculty.
- Writing and maintaining legal bench books, judicial publications, and online products.

Positions assigned to labor and employee relations may be responsible for:

- Providing employee and labor relations guidance and advice to Judicial Council and trial court management.
- Serving as chief negotiator during labor negotiations; developing strategies for attaining required objectives during labor negotiations; drafting negotiation proposals and counterproposals.
- Analyzing and drafting rules of court that affect labor and employee relations matters.
- Analyzing, drafting, and testifying about legislation concerning labor and employment-related issues.
- Preparing responses to unfair labor practice charges, as well as discrimination, harassment, and retaliation claims.

Positions assigned to legislative analysis may be responsible for:

- Advocating on behalf of Judicial Council positions and interests to the legislative and executive branches by developing and implementing advocacy strategies;
- Analyzing, drafting, revising and negotiating proposed legislation, legislative impact reports, policies, rules, and regulations for programs and projects;
- Keeping Judicial Council advisory bodies apprised of legislative developments in their respective subject areas, and soliciting their input in formulating recommended positions on pending legislation and budget proposals.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Juris doctor, and two (2) years of post-bar legal experience as a practicing attorney.

After passing a state bar, work experience as a Law Clerk to a federal or state judge prior to formal bar admission will be considered qualifying experience.

LICENSING AND CERTIFICATIONS

- Current active membership with the State Bar of California prior to hire.

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Substantive and procedural principles of California and federal statutory and case law;
- Principles and methods of legal research, analysis, and writing;
- Methods of electronic legal research;
- Principles and practices of court administration;
- Principles and practices of assigned area of expertise;
- California and federal legislative process, as assigned;
- Principles and methods of project management;
- Principles and methods of adult learning and adult education, as assigned;
- Principles and practices of online course design and production, as assigned;
- Strategies for legal and judicial ethics education, as assigned;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Legal research;
- Interpreting laws, rules, policies, and procedures and providing consultation to others;
- Assessing training and educational needs;
- Critical thinking and analysis of complex materials;
- Understanding court practices and procedures;
- Consulting and technical assistance;
- Legal writing;
- Collaboration and team work;
- Exercising initiative;
- Writing curricula and teaching, as assigned;
- Monitoring project schedules, status and compliance, as assigned;
- Coordinating deadlines and prioritizing competing demands;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary. Some positions may require frequent travel, including overnight travel.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*