

JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue San Francisco, California 94102

415-865-4272 Telecommunications Device for the Deaf

Web site: www.courts.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: Attorney II

UNIT: Legal Services Office, Public Access Unit

LOCATION: San Francisco or Sacramento, CA

JOB OPENING: 6179

OVERVIEW

The Legal Services office of the Judicial Council of California provides high quality, timely, and ethical legal advice and services to the California Supreme Court, Courts of Appeal, superior courts, the Judicial Council of California, the council's advisory bodies, and council staff. Legal Services currently is searching for an Attorney II to join its dynamic and highly skilled law office, which provides effective legal support to judicial branch clients on challenging, varied, and significant legal issues.

The Public Access Unit attorney supports the Judicial Council and all California appellate and superior courts. Attorneys in the Public Access Unit provide legal guidance and assistance to the Judicial Council and all state courts regarding a full range of public access issues (for example, related to judicial branch records, meetings, and proceedings) and on judicial branch data issues, policies, standards, and agreements. The attorney will independently manage a workload in a collegial and collaborative environment.

Attorneys within the Legal Services office often support the work of units other than their primary assignment. Depending upon experience, the attorney who fills this position may be called upon to work with other Legal Services units to provide written legal opinions, staff advisory bodies, draft rules of court and legislation, and manage litigation.

The Judicial Council strives for work life balance and includes substantial vacation and holiday time. In addition, we offer an excellent benefits package including pension, medical, dental and vision coverage, flexible spending, a public transit stipend for commuting costs, and retirement savings plans. The successful candidate will be expected to work in the Judicial Council's San Francisco or Sacramento office; hybrid work options for employees who live in areas surrounding these locations may be considered.

RESPONSIBILITIES

- Provide legal analysis, guidance, and assistance to the Judicial Council and all state courts about public records requests and the actions necessary for compliance with rule 10.500 of the California Rules of Court and the common law right of access to court records.
- Research and advise on emerging issues such as remotely conducted judicial branch meetings and court proceedings, remote public access to electronic court case records and proceedings, and public access litigation challenges.
- Provide legal analysis, guidance, and assistance to the Judicial Council and all state courts on

emerging issues regarding judicial branch data, for example, related to access, sharing, analysis, reporting, and disclosure.

- Provide legal analysis, guidance, and assistance to support the Judicial Council, its advisory bodies, and staff in developing and responding to proposed legislation, rules, policies, and standards for judicial branch data governance.
- Provide legal analysis and guidance to the Judicial Council and all state courts on ancillary issues related to judicial branch public access and data requirements, such as individual privacy rights, the attorney-client privilege, and judicial branch records management and retention.
- Provide legal analysis and guidance to the Judicial Council, its advisory bodies, and staff about the California Rules of Court open meeting requirements and analogous open meeting laws.
- Perform other legal duties and responsibilities of the Legal Services office as needed.
- Assist with projects or matters for the office or other units in areas of experience or expertise, including litigation, employment, transactions, legal opinions, rules and projects, or real estate.

MINIMUM QUALIFICATIONS

Juris doctor, and three (3) years of relevant 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.

DESIRABLE QUALIFICATIONS

- Exceptional legal research, analytical, and oral and written communication skills.
- Experience researching, analyzing, and writing legal memoranda and other materials addressing and advising clients concerning complex areas of law.
- Experience advising governmental clients on data governance questions and related legal issues;
- Experience providing legal advice on one or more of the following areas of the law:
 - Rule 10.500 and public access to judicial administrative records, the California Public Records Act (CPRA), or the federal Freedom of Information Act (FOIA);
 - Open meeting laws and rules of court;
 - Court operations and administration, including court technology, records management, and public access to court proceedings; and
 - Judicial branch governance.

SKILLS

- Excellent critical thinking, problem solving capabilities, and judgment;
- Superior oral and written communication, interpersonal, diplomacy, and public speaking skills;
- Ability to present issues and advocate positions clearly, concisely, and logically;
- Ability to listen and consider different points of view;
- Ability to manage workloads, coordinate deadlines, and prioritize competing demands;
- Ability to work efficiently and independently but with close supervision of final work product; and
- Ability to collaborate as a team player with a positive and enthusiastic attitude.
- Experienced using electronic legal research tools, and researching legislative histories; and
- Comfort with business equipment and desktop applications in common usage in the legal industry.

OTHER INFORMATION

Please note, if you are selected for hire, verification of employment eligibility or authorization to work in the United States will be required.

HOW TO APPLY

This position is **Open Until Filled** and requires the submission of our official application, responses to the supplemental questions, and a resume. To ensure consideration of your application for the earliest round of interviews, please apply by **March 5, 2024**.

To complete an online application, please click the Apply for Job button

To complete an online application, go to job opening **JO#6179** at <https://www.courts.ca.gov/careers.htm>

The Judicial Council provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260. Telecommunications Device for the Deaf (415) 865-4272.

PAY & BENEFITS

Monthly Salary Range:

\$12,248 - \$14,695 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 14 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- Up to \$130 per month reimbursement for qualifying commuting costs
- Pre-Tax Parking Savings Program
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Disability (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Judicial Council of California Is an Equal Opportunity Employer.

Supplemental Questionnaire

To better assess the qualifications of each applicant, we will review your responses to the following questions. Your answers should not exceed a total of two pages.

1. Please describe any experience you have with conducting legal research, and providing legal guidance and assistance, regarding the requirements of public records laws or of rule 10.500 of the California Rules of Court, and indicate the employer for which you performed that work.
2. Please explain why you are interested in this position and what skills would you bring to it.
3. Please state your date of admission to the State Bar of California.