

# SUPREME COURT OF CALIFORNIA

350 McAllister Street  
San Francisco, California 94102  
Web site: [www.courts.ca.gov/careers](http://www.courts.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** LEAD SUPREME COURT ATTORNEY, CIVIL CENTRAL STAFF

**LOCATION:** SAN FRANCISCO

**JOB OPENING:** 5026

### OVERVIEW

The Civil Central Staff is composed of 14 attorneys and serves the court in preparing conference memoranda analyzing petitions for review, writ petitions, proposed amendments to the Rules of Court and the Rules of Professional Conduct, and other civil and State Bar of California matters filed in the Supreme Court. The court seeks an experienced attorney whose work will focus primarily on State Bar matters, including proposed rule amendments, discipline and admissions matters, and related matters, and who will work on other civil matters as time permits. Interested attorneys should describe their qualifications and experience in their cover letters and resumes, and also explain the basis for their interest in the position.

### RESPONSIBILITIES

#### General responsibilities:

- Provides lead direction, training, and work review; 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.
- Reviews, evaluates, and analyzes briefs, petitions, motions, and other pertinent documents filed in a particular case in order to determine factual accuracy, legal issues on review, and scope and complexity of issues raised.
- Prepares written statements of fact pursuant to rules of appellate review.
- Analyzes legal issues raised by parties.
- Reads and applies cases, statutes, constitutional provisions, and rules cited by parties.
- Conducts independent research for relevant cases, statutes, rules, and secondary sources not cited by parties.
- Researches legislative history and intent of particular statutes.
- Drafts conference memoranda and orders.
- Consults with other attorneys and professional staff regarding issues on review.
- Conducts special legal research and assignments when requested, including editing of work prepared by court externs.

#### Additional responsibilities relating to the State Bar of California:

- Analyzes and evaluates proposed amendments and additions to the Rules of Court, Rules of Professional Conduct, and other rules of the State Bar.
- Reviews, evaluates, and analyzes briefs, petitions, motions, and other pertinent documents filed in State Bar discipline and admission cases and other State Bar matters.

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- Analyzes decisions and recommendations of the State Bar Court.

### MINIMUM QUALIFICATIONS

#### Licenses and Certifications:

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; *at least two years of the required eight years of qualifying experience must have been in a California appellate court.*

#### NOTES:

- 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.
- There is no external-only qualifying experience for this class.

#### Knowledge of:

- Basic supervisory principles and practices.
- 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.
- Effective legal research methods.
- Principles of administrative and constitutional law.
- Rules of evidence and procedure in California trial and appellate courts and administrative proceedings.
- Principles and techniques of effective oral communication.
- Principles and techniques of preparing a variety of effective written materials.
- State Bar and State Bar Court rules and procedures, and substantive law related to the State Bar discipline and other proceedings. (Preferred, but not required).

#### Ability to:

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment within general policy guidelines.

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- Perform complex legal research, apply legal principles and precedents to particular sets of facts or to proposed rules.
- Analyze legal issues; present statements of fact, law, policy, and arguments 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.
- Organize, prioritize, and coordinate work activities and meet critical deadlines.
- Operate personal computers and 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.

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

Please refer to Job #5026 in all communications, including your application. For earliest consideration, please apply by August 25, 2019, however, this position will remain open until filled. This position requires the submission of our online application, supplemental questionnaire, resume and writing sample.

To complete the online application, please visit our website at [www.courts.ca.gov/careers](http://www.courts.ca.gov/careers) and search for Job ID# 5026.

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 AND BENEFITS

Lead Supreme Court Attorney Salary Range: \$12,083 - \$14,280 per month  
(Starting salary commensurate with experience)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave

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- 1 personal holiday per year
- \$130 transit pass subsidy per month
- 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 Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Supreme Court of California is an Equal Opportunity Employer.**

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### SUPPLEMENTAL QUESTIONNAIRE for LEAD SUPREME COURT ATTORNEY

In order to better assess the qualifications of each applicant, we ask that you respond to the following questions.

1. Please provide your date of admission to the State Bar of California.
2. This role involves preparing memoranda to assist justices in exercising the power of discretionary review in civil matters. Extensive research, analysis & writing on complex legal issues is required. Describe your experience in performing similar work.
3. Describe your managerial experience and education, and how it relates to this position. Include in your description the scope of your responsibility, the number of persons you supervised, their job functions, and years of management experience.
4. Please discuss your legal experience, focusing on your research, writing, and editing skills, and please explain to the court why you are interested in the position and why your qualifications make you particularly suited to it.