

JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue San Francisco, California 94102

415-865-4272 Telecommunications Device for the Deaf Web site: <http://www.courts.ca.gov/careers>

EMPLOYMENT OPPORTUNITY

JOB TITLE: Attorney II (Limited Term)
LOCATION: San Francisco or Sacramento
JOB OPENING #: 6207

OVERVIEW

The Judicial Council of California supports California's court system, the largest in the nation, serving a population of more than 39.5 million people— about 12 percent of the total U.S. population. Our mission includes a commitment to providing fair and equal access to justice for all Californians.

The Attorney II position is a regular, full-time, limited term assignment for a duration of no more than 3 years.

The Judicial Council of California is accepting applications for an Attorney II to work in the Center for Families, Children & the Courts Court Assistance, Resources, and Education (CARE) Unit, with a focus on juvenile law, including title IV-E regulations as required in the Judicial Resources and Technical Assistance (JRTA) program. This is a limited-term Attorney II position funded through the California Department of Social Services (CDSS) for the Judicial Resources and Technical Assistances (JRTA) grant program to support increased workload for the federal Children and Family Services Review (CFSR). The JRTA Program provides legal assistance and materials to judicial officers working in a highly complex area of juvenile dependency and delinquency law. Attorneys in this unit provide legal assistance and materials to judicial officers, court-appointed counsel, and others working in this highly complex area of juvenile law. As an attorney on the team, you will perform legal analysis of delinquency and dependency case files; assist the court, through written analysis, with legal issues related to case law, documentation of reasonable efforts, and judicial determinations; observe and analyze the effectiveness of attorneys in the courtroom; and serve as a subject matter expert on issues of juvenile law.

This position requires substantial telephone and email communication with court partners including county counsel, social workers, and probation officers to discuss findings of file review and provide guidance on improving procedures. The attorney will provide system partners with guidance on notice provision, adequate documentation of recommended findings in reports to the court, timely provision of reports to the court. Create, modify and update bench cards and other documents on key hearings for judicial officers and stakeholders, giving judicial officers a succinct, updated and legally accurate summary of the key events and decisions required at each hearing. Provide direct legal assistance and trainings to individual courts or groups of courts as appropriate.

This Attorney II position is also expected to develop and deliver court-specific, regional, and statewide trainings; work closely with statewide stakeholders, such as the California Department of Social Services; provide legal analysis to the Family and Juvenile Law Advisory Committee; and serve as a legal subject matter expert assisting Governmental Affairs in writing, reviewing, and negotiating executive branch legislation.

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, up to \$130 monthly stipend towards public transit commuting costs, and retirement

savings plans. In San Francisco, the office is only a 7-minute walk from the Civic Center BART station in downtown San Francisco. In Sacramento, the office is located minutes from downtown, just north of Discovery Park.

The successful candidate will be expected to work in the Judicial Council's San Francisco or Sacramento office; Remote work options for employees who live in areas surrounding these locations may be considered.

RESPONSIBILITIES

- For 9 counties, performs site visits as a JRTA liaison to analyze and evaluate local juvenile court (dependency and delinquency) practice and procedure;
- Prepares memorandums with legal guidance to ensure that judicial officers and juvenile court professionals comply with current federal regulations and state law.
- Act as a liaison between the Center for Families, Children & the Courts (CFCC) and the court and county.
- Develop legal informational materials for local distribution and update.
- Serve as legal subject matter expert and provide legal analysis and guidance to the Judicial Council Family and Juvenile Law Advisory Committee through analyzing juvenile and family legal issues.
- Determine how to present legal issues for consideration by juvenile court stakeholders.
- Prepare written reports and memorandum for consideration which frame the policy issues, provide analysis of legal issues, and assess the implementation and operational impact of the proposal on the courts.
- Perform special assignments, as requested by the supervising attorney, including legal research and analysis projects and the development of tools and resources for local courts and CFCC staff.
- Attend Court Assistance, Resources, and Education Team (CARE), JRTA team meetings, CFCC staff meetings, and juvenile trainings for professional development, and
- Engage in regular information exchange, advice, and collaboration (via email) with CARE and JRTA team liaisons regarding current legal issues and county issues/needs.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

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

- Legal practice experience in dependency or juvenile justice cases;
- Knowledge of both federal and state mandates relating to the foster care placement of children;
- Knowledge of child welfare operations and practices;
- Familiarity with juvenile court operations and practices;
- Familiarity with the Indian Child Welfare Act;
- Familiarity with adoption law;
- Familiarity with probate guardianships and conservatorships;
- Experience working with diverse populations;
- Experience working with court leadership; and
- Strong research and writing skills, including experience writing for a variety of audiences.

Knowledge of state and federal law. This position is primarily concerned with juvenile law, and occasionally, probate and family law. Therefore, knowledge of the following is required: the California Welfare and Institutions Code, the California Family Code, California juvenile and family

case law, federal juvenile and family case law, title IV-E of the Social Security Act, the California Constitution, and the United States Constitution. Knowledge of juvenile court practice and procedure. Knowledge of California Rules of Court, Judicial Council forms, and current policy issues. Knowledge of legal research methods, including computerized legal research systems, such as Westlaw and Lexis. Knowledge of effective techniques for oral presentations, teaching, training, and legal writing and analysis. Ability to perform legal research and analysis and apply legal principles and precedents. Ability to write legal memorandum and reports. Ability to relate well with others, build relationships, and work collaboratively with colleagues, judicial officers, attorneys, juvenile court professionals, members of advisory committees, and members of the Judicial Council.

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, a resume and a response to the supplemental questions. To ensure consideration of your application for the earliest round of interviews, please apply by **5:00 P.M.** on **Friday, April 26, 2024.**

To complete the online application, please go to <https://www.courts.ca.gov/careers.htm> and search for **JO# 6207.**

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.

PAYMENT & BENEFITS

\$12,615 - \$15,136 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
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- Pretax Parking

The Judicial Council of California Is an Equal Opportunity Employer.

Supplemental Questions

To better assess the qualifications of each applicant, we will review your responses to the following questions. Please indicate for which employer you performed these functions. Your answers should not exceed a total of one page.

1. Please state your date of admission to the State Bar of California.
2. Please explain how your professional experience with the juvenile court (dependency or delinquency) makes you are interested in this particular position.