

MANAGING ATTORNEY

DEFINITION

Under administrative and judicial direction and as a member of the Court's executive management team, the incumbent plans, organizes, directs, and manages the work of Court staff attorneys at all levels, as well as Legal Research Assistants (LRA), legal externs and legal volunteers, and does related work as required.

DISTINGUISHING CHARACTERISTICS

It is anticipated that this classification would be used for only one position in the Court. Therefore, the position of Managing Attorney is distinguished from the Senior Court Staff Attorney classification in that the Senior Court Staff Attorney is the lead and administrative level in the professional Court Staff Attorney class series, where incumbents develop, coordinate, and schedule legal services for an assigned Department or unit. They may also provide some guidance and direction for other professional legal staff. In addition, they are expected to perform the more complex professional legal work and research with minimal guidance and supervision.

By comparison, the Managing Attorney serves as a member of the Court's executive management team and is responsible to plan, organize, direct, and manage the work of Court staff attorneys at all levels, as well as Legal Research Assistants (LRA) and legal externs and volunteers court-wide. The incumbent is expected to exercise leadership in instituting policies, methods and processes to deliver high quality services, efficiently and in the most effective way, managing the administrative and operational functions of attorney and law clerk pools.

REPORTS TO

Court Executive Officer

CLASSIFICATIONS SUPERVISED

Senior Court Staff Attorney, Court Staff Attorney II, Court Staff Attorney I, Legal Research Assistant, as well as Legal Extern and Volunteer Attorney, and other support staff, as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

1. Plans, organizes and directs legal operations, including legal research and legal client services court-wide; evaluates operational needs and administers plans in support of organizational goals and objectives.

MANAGING ATTORNEY - 2

Superior Court of California
County of San Francisco

Class Code: 131C
Date Established: 2/15/2011
Date Last Revised:

2. Manages and directs the development, implementation and evaluation of relevant legal work programs; works with judicial officers and staff to resolve problems and issues; recommends corrective action and implements changes in policies and procedures; develops data and prepares statistical and operational reports; provides guidance and assistance with resolving difficult work processing problems;
3. Provides leadership, supervision, training, and work evaluation for assigned attorneys and legal staff; develops work methods and procedures; develops and implements procedural and policy changes in conjunction with other members of the executive management team;
4. Oversees relevant budget development and control for reporting area;
5. Participates in the selection of new employees; creates and monitors performance and development plans for assigned staff; prepares written performance reviews in conjunction with judicial input; where applicable, oversees and reviews this activity as performed by subordinate supervisors.
6. Takes appropriate disciplinary actions, as recommended by subordinate supervisors or with judicial input;
7. Provides advice and legal counsel as needed to the Presiding Judge, judicial officers and executives.
8. Monitors and analyzes legislation and policies for impact on operations in areas of responsibility.
9. Coordinates the maintenance/renewal of legal resources for the Court.
10. Serves on court-wide committees and judicial committees, as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and courtroom environment; continuous contact with judicial officers, other staff and the public.

DESIRABLE QUALIFICATIONS**Knowledge of:**

- Principles of management, supervision, training, and employee development and evaluation.
- Administrative principles and methods including short and long term planning.
- Legal principles and their applications, such as civil, law and motion, criminal or appellate matters, and an understanding of issues facing self-represented litigants.
- Problem solving skills and conflict resolution methods and techniques.
- Legal research methods and techniques; use of legal reference works including case law and statutory law.
- Rules of evidence and the conduct of court proceedings.
- On-line research including LexisNexis, Westlaw and CEB.
- Budget development and expenditure control.
- Program planning and evaluation.

Ability to:

- Effectively lead a large group of legal professionals and subordinate supervisors to accomplish established goals.
- Plan, organize and direct work of staff; demonstrate competent performance in a management role.
- Establish effective working relationships with judicial officers, other public officials, justice partners, and court staff.
- Effectively communicate orally and in writing and be able to analyze and articulate ideas and recommendations.
- Maintain mental stamina to perform and analyze the most complex legal research while under time constraints and exacting professional and legal standards.
- Use excellent judgment, logic, and analytical skills in the review and analysis of complex motions and other legal research.
- Present arguments and statements of fact and law clearly and logically in written and oral form.
- Learn and apply California Rules of Court, local rules of court, court policies and procedures; conform legal material written to individual judicial preferences.
- Coordinate the work of the attorneys and other legal staff with judicial officers, other executives, and support staff.
- Use a personal computer to perform word processing, legal research, electronic mail, and other duties as needed.
- Effectively represent the Superior Court of California, County of San Francisco in answering questions, responding to inquires, providing assistance, and dealing with concerns from judicial officers, litigants, jurors, attorneys, the general public, community organizations, other Court staff, and other government agencies.
- Establish and maintain cooperative working relationships.
- Maintain confidential information when required by legal or ethical standards.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Current active membership in the California Bar, and

Five (5) years of responsible legal experience as a member of the California Bar, including pertinent substantive experience sufficient to direct a large group of attorneys performing legal research and legal client services, at least two (2) years of which was in a supervisory or management roll directing the activities of subordinate attorneys.

Special Requirements:

Incumbents may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.