

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
LOCATION: SAN FRANCISCO/SACRAMENTO
JOB OPENING #: 5285

OVERVIEW

The Judicial Council of California is accepting applications for the position of Attorney II for the Center for Families, Children & the Courts.

The Attorney II will support the legislatively mandated AB 1058 Child Support Commissioner and Family Law Facilitator Program. The program includes a judicial branch operation in the local courts and an executive branch operation in each of the 58 counties, as well as a state oversight agency in each branch (executive and judicial). This position functions as the program subject matter expert for the judicial branch and provides legal advice and analysis specifically regarding child support laws and practices. This includes assuming lead responsibility for creating new Rules of Court and Judicial Council forms. Developing rules and forms requires conducting legal analysis of new legislation and regulations, collaborating with local courts and stakeholders to determine business needs, drafting new or revising existing rules and forms, writing various reports to the Judicial Council advisory committees and the Judicial Council, providing information to committees and the Judicial Council about the necessary changes and making recommendations. A subject matter expert on child support law and practices requires a vast knowledge of family law, tax law, civil procedure, and juvenile law.

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, \$130 monthly stipend toward 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 San Francisco or Sacramento office.

RESPONSIBILITIES

- Provide legal guidance to the Family and Juvenile Law Advisory Committee of the Judicial Council through analyzing child support and family legal issues, determining how to present the legal issues for consideration, prepare drafts of a proposal (California Rules of Court and Judicial Council forms) for consideration, and preparing 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:
 - Conduct legal research and analysis to aid the committee in determining appropriate/recommended changes to rules, forms, and standards for family and child support cases;
 - For purposes of consideration by the committee(s) and Judicial Council, draft or revise the text of California Rules of Court; draft or revise Judicial Council forms. This involves creating (as part of the proposal) a new California Rule(s) of Court and/or Judicial Council form(s), and/or revising current rule(s) of court or form(s) using strikethroughs, underlining, and highlighting to indicate proposed changes;

- Draft memorandum and reports for consideration by the Family and Juvenile Law Advisory Committee and the Judicial Council. This includes writing a memorandum entitled “Invitation to Comment”, which announces the proposal to the public and aims to garner public feedback; and writing a “Report to the Judicial Council”, which includes the Family and Juvenile Law Advisory Committee’s recommendation with respect to the proposal.
- Interact with, and orally present drafts of the proposal to, members of the Family and Juvenile Law Advisory Committee, Rules and Projects Committee, and Judicial Council.
- Judicial Branch AB 1058 Child Support Commission and Family Law Facilitator Program liaison on child support issues to justice partners;
 - Participate in monthly meetings with Judicial Branch Stakeholders. These meetings are comprised of representatives of the Department of Child Support Services (DCSS) and child support commissioners and family law facilitators from several representative courts. This includes developing the agenda, updating the attendees on judicial branch activities and priorities, conducting legal research on child support issues, providing legal analysis and opinion on proposed DCSS policies and procedures, directing staff regarding preparation of minutes and reviewing minutes for content before they are distributed statewide to all child support commissioners and family law facilitators;
 - Serve as lead on monthly meetings of the Legal Practices Committee of the Child Support Director’s Association comprised of the chief counsel of the local child support agencies from each county in California. This includes developing talking points to update the committee regarding judicial branch priorities and activities, providing legal analysis on child support issues, providing the viewpoint from the judicial perspective on proposed policies, resolving problems with various local courts, and reporting back to the Judicial Council management regarding issues and problems whether they are related to child support or not;
 - Attend and participate in weekly conference calls with Self-Help Center and Family Law Facilitator attorneys to discuss how to continue to provide legal services to the public remotely during the Covid-19 pandemic;
 - Respond to inquiries from the courts, DCSS, the local child support agencies, the public, the legislature, and private attorneys regarding the child support program.
- Perform legal analysis and identify the need for education to Child Support Commissioners and Family Law Facilitators that will be developed for the statutorily required Annual AB 1058 Child Support Training Conference and for program partners:
 - Conduct legal analysis to determine changes to child support and family law for the purpose of developing educational curriculum for the annual legislatively required training of over 400 AB 1058 court staff attendees including child support commissioners and family law facilitators;
 - Provide legal counsel to the Child Support Commission and Family Law Facilitator educational development group regarding the educational needs for court staff working in the AB1058 Program.
- Recertification of the Guideline Child Support Calculators and Annual Certification of Child Support Commissioners on the DCSS Calculator:
 - Conduct a legal analysis of changes to federal and state tax law to determine the impact of these changes on the calculation of child and spousal support and determine the new threshold for the low-income adjustment based on the annual change in the California Consumer Price Index.

MINIMUM QUALIFICATIONS

Juris doctor, and four (4) years of relevant post-bar legal experience as a practicing attorney.

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

LICENSING AND CERTIFICATIONS – Current active membership with the State Bar of California.

OTHER

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

Beginning July 1, 2020, Judicial Council employees are required to participate in the one day per month Mandatory Furlough Program.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on **February 20, 2021**. This position requires the submission of our official application, a resume and a response to the supplemental questions.

To complete an online application, go to job opening #5285 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.

PAYMENT & BENEFITS

\$11,380.00 - \$13,654.00 per month

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
- 1 personal holiday per year
- \$130 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Pretax Parking
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Judicial Council of California Is an Equal Opportunity Employer.

Supplemental Questions

To better assess the qualifications of each applicant, please provide a response to the following questions:

1. Please describe your experience working on projects related to AB1058 child support or project related to other issues faced by children and families.
2. Describe your experience performing legal research and writing using the California Rules of Court, Family Codes, etc. Give an example of a time when you were required to research a legal issue and explain how you interpreted and/or applied the information you obtained.
3. Please describe your experience providing legal advice and counsel, including legal research and analysis experience.
4. Please describe experience, if any, that you have had writing or developing content for self-study online, computer based, or paper-based legal education programs.