

The State Bar of California
Chief Court Counsel/Chief Court Administrator
Los Angeles or San Francisco
Salary Range: \$179,532 - \$269,088

The Chief Court Counsel/Chief Court Administrator (CCCA) is a member of the State Bar's Executive Management Team and serves as both the executive administrator responsible for State Bar Court operations and the senior legal advisor to the judges and staff counsel of the State Bar Court on matters pertaining to State Bar Court proceedings. The CCCA is expected to advance achievement of State Bar goals and State Bar Court objectives and performance measures by aligning work processes and procedures and personnel management and development strategies with those goals and objectives.

The State Bar Court serves as the independent adjudicative body in that system under the auspices of the California Supreme Court. State Bar Court judges are appointed by the Supreme Court, the Governor, the Senate Committee on Rules and the Speaker of the Assembly and serve set terms. Through this appointment process they maintain adjudicatory independence from the State Bar. The State Bar court is composed of two departments – the Hearing Department and the Review Department. The Hearing Department is the trial level of the State Bar Court and is comprised of five full-time judges, three in Los Angeles and two in San Francisco. The Supreme Court appoints two of the judges in the Hearing Department. The Governor, the Speaker of the Assembly and the Senate Committee on Rules each appoint one hearing judge. The Review Department is the appellate level of the State Bar Court. The three-member Review Department consists of the presiding judge and two review judges.

The CCCA will be responsible for a staff of approximately 35 in the State Bar's San Francisco and Los Angeles locations.

The CCCA is responsible for overseeing, planning, organizing and directing the administration of the State Bar Court consistent with governing authorities. The CCCA is responsible for case flow management: evaluating pending caseloads, identifying ways to reengineer business processes to increase efficiency and quality, and developing and implementing systems (both automated and procedural); technology management: evaluating opportunities for the use of technology that will expand the efficiency and effectiveness of the court system; budget and personnel management: budget development and monitoring, hiring, retention, talent development and performance management. The CCCA is also responsible for overseeing, planning, organizing and directing the legal staff and substantive legal work of the State Bar Court, and providing legal advice and counsel to the judges of the State Bar Court in fulfilling their adjudicative responsibilities. The CCCA may oversee other programs as assigned separate from the administration of the State Bar Court.

The CCCA retains independence from the State Bar Executive Director on issues that directly involve the State Bar Court's adjudication of pending cases.

Minimum Qualifications:

Education:

- Bachelor's degree in a field that develops skills related to essential duties or equivalent academic achievement
- Juris Doctor Degree from an accredited law school

Experience:

- Minimum ten (10) years senior management/supervisory experience in related program administration.
- Minimum five (5) years progressively responsible experience in the practice of law, including experience in administrative agency proceedings, judicial administration, or equivalent.
- Master's Degree in a relevant field may substitute for up to two years of non-attorney experience.

Applicants meet who the Minimum Qualifications will be required to successfully complete the State Bar's selection process for this classification.

License, Certificate, Registration Requirements:

- Must be a California licensed attorney in good standing.
- Must have a demonstrated and verifiable reputation for integrity and no history of disciplinary offences as an attorney or in any other capacity.

The State Bar of California offers a unique compensation package including competitive salary, ideal work hours, paid health insurance, 14 holidays, vacation/sick, CalPERS Retirement, 457b savings plan, parking subsidy, and more.

To view full job description click on the link: <http://www.calbar.ca.gov/About-Us/Jobs-Opportunities/San-Francisco/Chief-Court-Counsel-Chief-Court-Administrator>

To apply, submit an employment application, cover letter, and resume. Obtain applications at: <http://www.calbar.ca.gov/About-Us/Jobs-Opportunities/Apply-for-a-Job>

Mail or email (preferred) to:

The State Bar of California
Office of Human Resources
180 Howard Street
San Francisco, CA 94105

Los Angeles – hrla@calbar.ca.gov
San Francisco – hrrsf@calbar.ca.gov
www.calbar.ca.gov