



THE STATE BAR OF CALIFORNIA

OFFICE OF HUMAN RESOURCES

845 SOUTH FIGUEROA STREET, LOS ANGELES, CA 90017-2515 (213) 765-1100 • 180 HOWARD STREET, SAN FRANCISCO, CA 94105-1639 (415) 538-2351

ASSISTANT CHIEF TRIAL COUNSEL

Office: Office of the Chief Trial Counsel
Status: Exempt – Executive
Grade: 56E

ORGANIZATIONAL RELATIONSHIPS

Reports to: Deputy Chief Trial Counsel
Supervises: Staff as assigned

DEFINITION

The Assistant Chief Trial Counsel (ACTC) serves under the general direction of the Deputy Chief Trial Counsel (DCTC) and is directly responsible for planning, organizing, directing and managing the enforcement of attorney disciplinary standards in California and the investigation and prosecution of disciplinary and related violations by California attorneys consistent with the Rules of Professional Conduct, the Rules of Procedure of the State Bar of California, the California Business & Professions Code and related authorities. The ACTC directs and manages the internal operations of the Office of the Chief Trial Counsel (OCTC) including one or more of the following OCTC operations: Intake, Investigations, Enforcement (Prosecutions), Central Administration. The ACTC directly manages the substantive legal work of OCTC and is responsible for directly managing the attorneys, investigators and other staff involved in the enforcement of attorney disciplinary standards in California. The ACTC may also direct and manage the administration of other programs as assigned.

MAJOR DUTIES & RESPONSIBILITIES

1. The ACTC serves under the general direction of the DCTC. The ACTC may direct and manage other programs as assigned.
2. The ACTC serves as a member of the State Bar's Executive Staff and establishes and maintains effective working relationships with colleagues within the State Bar and professional relationships with external constituencies of the State Bar.
3. The ACTC directs and manages the receipt, evaluation, investigation, and prosecution of attorney disciplinary complaints in accordance with applicable rules, policies, regulations, laws, procedures, and other authorities, subject to the general direction of the DCTC.
4. The ACTC supervises, reviews, hires and terminates assigned staff consistent with over all State Bar policy, subject to the general direction of the DCTC.
5. The ACTC develops and implements policies, procedures, strategic plans, systems and related initiatives consistent with the public protection mission and the operational standards of the State Bar, subject to the general direction of the DCTC.
6. The ACTC formulates and implements short-term and long-term goals and plans to improve the efficiency and efficacy of the disciplinary enforcement system, subject to the general direction of the DCTC.

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7. The ACTC provides direct legal representation on matters pertaining to the discipline enforcement system including specific pending investigations and prosecutions, subject to the general direction of the DCTC.
8. The ACTC directs and initiates as appropriate, inter-office projects, programs and activities, subject to the general direction of the DCTC.
9. The ACTC assists in providing policy guidance and staff assistance to the Board of Trustees and its Discipline System Oversight Committee on issues related to the discipline enforcement system, subject to the general direction of the DCTC.
10. The ACTC timely responds to inquiries from the public, Board Members, the Judiciary, the Legislature, the Governor's Office, and other constituencies regarding the discipline enforcement system, subject to the general direction of the DCTC and in coordination with the Executive Director/CEO.
11. The ACTC assists in preparing and administering the budget and directs and manages the resources and personnel of OCTC within institutional parameters, subject to the general direction of the DCTC.
12. The ACTC promotes the integrity, objectivity, and efficacy of OCTC in achieving the public protection mission of the State Bar.
13. The ACTC directly manages the OCTC attorneys appearing as counsel of record in the State Bar Court in attorney disciplinary prosecutions and may appear as counsel of record in disciplinary matters.
14. The ACTC maintains appropriate confidentiality in connection with the discipline enforcement process and manages and directs contractors, consultants, experts and others in fulfilling the public protection mission of the State Bar, subject to the general direction of the DCTC.
15. The ACTC assumes other duties and responsibilities as assigned.

KNOWLEDGE & SKILLS

1. Advanced principles of legal practice in an administrative enforcement or related environment.
2. Principles of strategic planning, operations, policy development and implementation.
3. Principles of office management, budgeting, administration and supervision.
4. Advanced principles of problem identification, analysis and resolution.
5. Principles of computerized data and word processing systems including Internet and website usage.
6. Principles of centralized information and data-based record keeping systems.
7. Principles of institutional management.
8. Advanced principles of effective writing and verbal presentation including public speaking.
9. Principles of media communication.
10. Principles of public relations/customer service.
11. Principles of board and committee administration.
12. Principles of organization behavior and conflict resolution.
13. Principles of legal, legislative and public policy research and analysis.
14. Principles of effective institutional communication in dealing with diverse constituencies.
15. Principles of effective personnel management in a union environment.
16. Advanced principles of the administration of justice in California.
17. Principles of the legislative process and government relations.
18. Advanced principles of prosecutorial enforcement and administrative adjudication.
19. Principles of professional conduct of attorneys in California.
20. Accomplished keyboard skills.

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ESSENTIAL ELEMENTS / ABILITY TO

1. Receive and relay detailed information through verbal and written communication.
2. Communicate clearly and effectively in person, by telephone, by computer and in writing.
3. Possess visual capability and digital dexterity to operate a computer and other standard office equipment.
4. Travel by air and automobile.
5. Make fine visual distinction upon analyzing written documents and viewing information on a computer screen.
6. Review and analyze complex written documents.
7. Obtain and present material in oral and/or written form.
8. Speak Perform under stress and adopt effective courses of action.
9. publicly to large groups of people.
10. Effectively interact with others in an interactive office.
11. Effectively address conflict.
12. Retrieve, lift and carry files and documents weighing up to ten (10) pounds with reasonable accommodation.

MINIMUM QUALIFICATIONS

1. Active membership in good standing in the State Bar of California.
2. Demonstrated verifiable reputation for integrity and no history of disciplinary offences as an attorney or in any other capacity.
3. Minimum seven (7) years progressively responsible active experience in the practice of law, including prosecutorial or similar experience in administrative agency proceedings.
4. Minimum of three (3) years management/supervisory experience administering personnel and budget requirements.
5. Master's Degree in a relevant field may substitute for up to two (2) years of experience.

Revised December 2012