

DEPUTY GENERAL COUNSEL  
OFFICE OF GENERAL COUNSEL  
STATE BAR OF CALIFORNIA  
\$141,475- \$208-255

The State Bar of California is a public corporation within the judicial branch of government that protects the public, regulates the conduct of California lawyers and seeks to enhance the administration of justice for all citizens. The Office of General Counsel (OGC) employs the in-house attorneys to the State Bar. The legal work includes advice to and representation of the State Bar Board of Trustees, committees, commissions, and staff in administrative and civil trial and appellate litigation and transactional work in substantive areas such as: Discipline and Admission cases, including at the California Supreme Court, labor and employment, copyright, real estate, contracts, regulatory work, governance and general corporate matters.

Subject to assignment by and oversight of the General Counsel (GC), the Deputy General Counsel (DGC) reports directly to and works collaboratively with the GC, in whose absence the DGC may act to fulfill the OGC's responsibilities to the entity of the State Bar and its clients

### **MAJOR DUTIES & RESPONSIBILITIES**

- \*Effectively manage OGC staff and interact with State Bar clients, including the Board of Trustees:
- \*Oversee OGC's legal representation of the State Bar in administrative and civil trial and appellate courts involving state and federal law;
- \*Develop and implement State Bar policies, procedures, strategic plans, goals and initiatives;
- \*Respond to inquiries from the public, Board members, the Judiciary, the Legislature and the Governor's Office;
- \*Oversee the preparation and administration of the OGC budget;
- \*Perform other duties as assigned by the GC.

### **KNOWLEDGE & SKILLS**

1. Advanced principles of legal practice in an administrative, institutional, judicial or related environment.
2. Advanced principles of strategic planning, operations, policy development and implementation.
3. Advanced 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. Advanced principles of senior institutional management.
8. Advanced principles of effective writing and verbal presentations including public speaking.
9. Advanced principles of media communication.
10. Advanced principles of public relations/customer service.
11. Advanced principles of board and committee administration.
12. Advanced principles of organizational behavior and conflict resolution.
13. Advanced principles of legal, legislative and public policy research and analysis.
14. Advanced principles of effective institutional communication in dealing with differing constituencies.
15. Advanced 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 governmental relations.
18. Advanced principles relating to public entity representation under state and federal law.
19. Advanced principles governing the professional conduct of attorneys in California.
20. Accomplished keyboard skills.

### **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 publicly to large groups of people.
9. Perform under stress and adopt effective courses of action.
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. A demonstrated verifiable reputation for integrity and no history of disciplinary offences as an attorney or in any other capacity.
3. A minimum of ten (10) years progressively responsible active experience in the practice of law, including experience in public entity or institutional representation.
4. A minimum of five (5) years senior management/supervisory experience in administering personnel and budget requirements.
5. A Master's Degree in a relevant field may substitute for up to two (2) years of experience.

The State Bar of California offers a unique compensation package, including competitive salary, paid health insurance and other benefits, 14 holidays, vacation/sick leave, CalPERS Retirement, 457b savings plan, a commuter subsidy and more. The successful candidate will be hired at a salary commensurate with her/his experience.

Applicants should submit a cover letter, employment application, resume and a writing sample to:

The State Bar of California  
Office of Human Resources  
180 Howard Street  
San Francisco, CA 94105  
Email: [hrsf@calbar.ca.gov](mailto:hrsf@calbar.ca.gov)

Employment applications are available at: <http://www.calbar.ca.gov/job>