



SUPERVISING ATTORNEY

DEFINITION

Under general direction, a Supervising Attorney provides substantive and technical leadership and supervision to Senior Attorneys, Attorneys, Investigators, and other staff.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory level of the Attorney classification series. Incumbents in this classification are primarily responsible for direct supervision of a diverse staff. It is differentiated from Senior Attorney in that a Senior Attorney may provide lead direction to Attorneys and legal support staff, but does not have full supervisory duties. Positions in the Supervising Attorney classification typically report directly to an Assistant Chief Trial Counsel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Directs the work of Senior Attorneys, Attorneys, Investigators, and other staff, including coaching and training, assigning and reviewing work, providing performance feedback, and drafting and issuing performance evaluations and performance improvement plans.
- Provides guidance to Attorneys and Senior Attorneys and other staff, as needed, in researching, interpreting, and applying legal principles of the most complex nature within the assigned work area.
- Reviews, edits, analyzes, discusses, and provides final approval for written work of attorneys, as well as work product including charging decisions and case resolution.
- Monitors workflow to subordinates to identify and address potential workload issues.
- Provides substantive and procedural guidance to Attorneys, Senior Attorneys, and other staff, as needed, to assist with cases or trial preparation.
- Independently researches, interprets, and applies legal principles of the most complex nature within the assigned work area.
- Interviews and recommends for hiring Senior Attorneys, Attorneys, Investigators, and support staff.
- Reviews complaints to identify ethical violations and legal issues.
- Makes decisions regarding the disposition of files and complaints.
- Conducts legal research in various areas of federal and state law, including case decisions, evidentiary law, statutory law, procedural and court rules, and legislation.
- Communicates with members of the public regarding complaints, the State Bar Act and Rules of Professional Conduct, and State Bar processes. Responds to complaints regarding actions of assigned staff.
- Stays informed and keeps persons within areas of responsibility informed concerning the applicable law, rules, procedures, policies, and practices relating to the functions assigned.

- Evaluates administrative problems and procedures and recommends solutions or alternative methods or procedures.
- Monitors caseloads of subordinates and work progress to ensure performance goals are met.
- Participates in training and professional development activities.
- Establishes and maintains effective working relationships with Executive Staff and colleagues within the State Bar and professional relationships with external constituencies of the State Bar in performing the duties and responsibilities of the position.
- Performs other additional duties as needed, including performing legal and case work when staff unavailability necessitates coverage of work or to other appropriate circumstances such as, for example, providing on-the-job training to subordinates or for professional development.
- Performs similar or related duties which may not be specifically included within this position description, but which are consistent within the general level of the job and the responsibilities described.
- Supervising Attorneys will recommend the initiation of, will draft, deliver and administer Performance Improvement Plans (PIP) but the decision to initiate a PIP must be approved and signed off by a higher level manager.
- Supervising Attorneys will evaluate subordinate employees' work performance and workplace behavior, and draft and issue performance evaluations, but any overall "Needs Improvement" evaluation must be approved and signed off by a higher level manager.
- Supervising Attorneys will issue verbal warnings and counseling to employees, and will codify verbal warnings in writing. The supervising Attorney will provide consultation and recommendations regarding written warnings and higher levels of discipline, but any resulting disciplinary action must be issued by a higher level manager.
- Supervising Attorneys will represent management and have the right to resolve employee grievances at the informal level.

EMPLOYMENT STANDARDS

Knowledge of:

- State Bar Act and related statutes, and Rules of Conduct and procedures as they apply to the performance of major duties and responsibilities of the position.
- Effective investigation techniques, case management and presentation of matters to administrative bodies.
- The scope and character of federal and California statutory law and provisions of the United States and California Constitutions.
- Rules of evidence and conduct of proceedings in State Bar hearing and review departments.
- Modern office practices and procedures, including the use of standard computer software such as Microsoft Office and case management system applications.
- Effective work coordination and strong case/project management principles.
- Supervisory principles regarding planning, assigning, directing, and reviewing the work of others.
- Supervisory principles regarding performance evaluation.
- Time management.
- Legal research and preparation of reports, briefs, and pleadings.
- Mediation, negotiation, and conflict resolution.
- Knowledge of the rules and regulations governing the practice of law in the State of California.

Ability to:

- Perform advanced and sophisticated legal analysis and factual evaluations.
- Communicate complex legal issues to staff, managers and members of the public.
- Supervise Senior Attorneys, Attorneys and others within assigned team.
- Review and edit the work of Attorneys and others to ensure work meets all applicable professional and legal standards and provide feedback.
- Review, analyze and evaluate complex written documents prepared by team members.
- Speak effectively in public and to large groups.
- Mediate and resolve disputes including between members of assigned team.
- Demonstrate independent judgment and initiative.
- Work independently, as well as cooperatively in a team environment.
- Complete multiple tasks and meet deadlines.
- Maintain the confidentiality of State Bar documents and records.
- Travel by air and automobile.

MINIMUM QUALIFICATIONS

Education:

- Successful completion of a Juris Doctorate Degree or its equivalent as allowed under the State Bar Act.

Experience:

- Minimum of six (6) years' progressively responsible and directly related experience in the practice of law.
- Demonstrated experience as a team or project lead.
- Demonstrated verifiable reputation for integrity and no history of disciplinary offenses as an attorney or in any other capacity.
- One (1) year experience as an attorney working for the State Bar of California is preferred but not required.

License, Certificate, Registration Requirements:

- Must be an active member, in good standing, in the State Bar of California.

Physical Requirements:

- Visual capacity and digital dexterity to operate a computer and other standard office equipment.
- Make fine visual distinctions reading and proofreading written documents and viewing information on a computer screen.

Information Block:

Unit:

FLSA Status:

Established:

Revised:

1/9/2017

Retitled: