



## **ASSISTANT CHIEF TRIAL COUNSEL**

### **DEFINITION**

The Assistant Chief Trial Counsel (ACTC) is directly responsible for planning, organizing, directing, and managing activities related to the investigation and prosecution of disciplinary and related violations by California attorneys and others as appropriate. The ACTC directs and manages the internal operations of a function, division, or unit of the Office of Chief Trial Counsel (OCTC). The ACTC manages the substantive legal work of assigned units, divisions, and functions and directs the work of attorneys, investigators, and other staff, both through subordinate supervisors. The ACTC assists in the development and implementation of policies and procedures and operational guidelines for new programs that may require acting as a liaison to other departments. The ACTC may also direct and manage the administration of other programs as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the first level management classification in the Chief Trial Counsel series. Incumbents in this classification are primarily responsible for overall coordination and direction of a function, division, or unit of OCTC, and exercise direct and indirect supervision over a diverse set of subordinate staff, including subordinate supervisors.

Incumbents in this class report to the Deputy Chief Trial Counsel (DCTC). This class is distinguished from the higher class of DCTC in that the latter supervises ACTCs and is responsible for management of OCTC overall and representing the CTC and OCTC to both internal and external stakeholders. This class is further distinguished from the lower class of Supervising Attorney in that the latter class is responsible for the day-to-day supervision of staff, including attorneys; whereas the former is responsible for a broader range of management activities as related to the operations of a function, division, or unit.

### **EXAMPLES OF ESSENTIAL DUTIES**

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

- Plans, organizes, directs and coordinates the activities of a major function, division, or unit within OCTC.
- 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.
- 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.
- Acts as liaison to other Departments to improve business processes or develop and implement policy changes that have impact outside of OCTC.
- Manages, through subordinate supervisors, the receipt, evaluation, investigation, and prosecution of attorney and non-attorney disciplinary complaints in accordance with applicable rules, policies, regulations, laws, procedures, and other authorities, subject to the general direction of the CTC or DCTC.
- Directly, or through supervisory staff, selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures for assigned staff to ensure the professional operation of the division; and

ensures adherence to standards and procedures.

- 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 CTC or DCTC.
- Prepares for and attends a variety of meetings to discuss OCTC activities, procedures, issues and policies, etc.; provides input on management issues and guidance to attorneys on cases/trials, including written decisions and stipulations.
- In the most complex cases, major cases, or in other cases designated by the CTC, reviews, edits, analyzes, discusses, and approves written work of attorneys.
- 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 or CTC.
- Directs and initiates, as appropriate, inter-office projects, programs, and activities, subject to the general direction of the DCTC or CTC.
- 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 or CTC and in coordination with the Executive Director/CEO.
- Promotes the integrity, objectivity, and efficacy of OCTC in achieving the public protection mission of the State Bar.
- May appear in court to argue, or participate in the trial of, disciplinary matters.
- 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.
- Reviews weekly and monthly reports to monitor compliance with time goals, identifies and addresses workflow or workload issues, as appropriate.
- Directs and manages other programs, as assigned.
- Assumes other duties and responsibilities, as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Advanced principles of litigation and legal practice in an administrative enforcement or related environment.
- Strategic planning, operations, policy development, and implementation principles.
- Principles and practices of effective supervision and teamwork, including performance management, leadership, mentoring, and training.
- Office management, budgeting, and administration principles.
- Trial preparation and presentation.
- Advanced principles of problem/conflict identification, analysis, and resolution.
- Centralized information and data-based record keeping systems.
- Advanced principles of effective and persuasive legal writing and verbal presentation, including public speaking.
- Media communication.
- Principles of effective public relations and customer service.
- Board and committee administration.
- Principles of organizational behavior and conflict resolution.
- Legal, legislative, and public policy research and analysis techniques.
- Administration of justice in California.
- Legislative process and government relations.
- Advanced principles of prosecutorial enforcement and administrative adjudication.

**Ability to:**

- Select, lead, train, evaluate, develop, and motivate staff.
- Plan, coordinate, assign, and review the work of staff.
- Maintain a professional demeanor at all times, including confrontational or stressful situations.
- Effectively communicate with diverse constituencies and maintain positive public relations.
- Analyze complex documents, problems, and issues; draw logical conclusions; develop recommendations and alternative solutions; and evaluate possible consequences of proposed actions.
- Exercise sound judgment and make sound decisions in a timely manner.
- Influence and persuade others to accept a particular viewpoint or follow a particular course of action.
- Develop, implement, and monitor policies and procedures for assigned staff, and assist in the development of policies and procedures for OCTC.
- Receive and relay detailed information through verbal and written communication.
- Communicate clearly and effectively in person, by telephone, and in writing, electronically or otherwise.
- Develop, monitor, and interpret budgets and other financial documents.
- Prioritize work, coordinate activities, and meet critical deadlines.
- Travel by air and automobile.
- Obtain and present material in oral and/or written form.
- Speak publicly to large groups of people.
- Perform under stress and adopt effective courses of action.
- Understand and provide guidance on highly complex legal issues
- Effectively address conflict.

**Minimum Qualifications:****Education:**

- Successful completion of a Juris Doctorate Degree from an accredited law school.
- Master's Degree in a relevant field may substitute for up to two years of experience.

**Experience:**

- Minimum of seven years progressively responsible and directly related experience in the practice of law.
- Minimum of three years managing or supervising a staff of professional employees, which includes the assignment and review of work, training, and performance management.
- Demonstrated verifiable reputation for integrity and no history of disciplinary offenses as an attorney or in any other capacity.

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

**License, Certificate, Registration Requirements:**

- Active membership in good standing in the State Bar of California.

**Physical Requirements:**

- Possess visual capability and digital dexterity to operate a computer and other standard office equipment.
- Make fine visual distinction upon analyzing written documents and viewing information on a computer screen.
- Retrieve, lift, and carry up to ten pounds with reasonable accommodation.

Unit: Executive  
FLSA: Exempt