

## **JOB ADVERTISEMENT: MANAGING ATTORNEY**

Children's Legal Services of San Diego, Inc. (CLSSD) is a nonprofit public benefit corporation, which advocates for children and youth who are the subject of abuse and neglect proceedings in the San Diego County juvenile dependency court system. CLSSD is dedicated to high quality, comprehensive legal representation. Our firms are court-appointed to represent both minors and non-minor dependents in Juvenile Dependency Courts in San Diego County. At CLS, diversity, in the fullest sense of the word, which includes not only race and ethnicity, but also gender, sexual orientation, age, lifestyle, and abilities, is valued.

CLSSD, located in the Kearny Mesa area of San Diego, is seeking a Full-Time Managing Attorney position. The primary responsibility of this position is to provide management support to a Firm of Attorneys, Investigators, and Office Coordinator in executing their legal duties in a manner that best represents the Firm's minor clients and manage the daily operations of the Firm. This individual is also responsible for positively representing Children's Legal Services within the courts and community by serving as a representative for the organization.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Managing Attorneys are the stewards of our greatest resource—our people! We count on the Managing Attorney to handle the nuts and bolts of management—delegation, goal-setting, performance management, etc.—while embodying, modeling and leading our organizational culture. As a manager/leader, the Managing Attorney is tasked with championing, coaching, and supporting your people to reach their greatest potential in a way that delivers excellent client services.

#### *Staff Management*

- Manage the day-to-day activities and the continued development of Firm.
- Ensure Firm staff adheres to the State Bar Act and the California Rules of Professional Conduct, and Judicial Council's performance standards.
- Ensure Firm's attorneys demonstrate adequate skills, knowledge and comprehension of the statutory scheme, purposes and goals of dependency proceedings, the specific statutes rules of court and cases relevant to such proceedings.
- Ensure Firm staff possess knowledge and skills related to trauma informed practices and address vicarious trauma by promoting a culture of self-care. Build a culture of race equity and inclusion, and ensure cultural, sexual orientation and gender identity and expression (SOGIE,) religious and racial awareness and sensitivity.
- Assist and advise case-carrying Attorneys in all aspects of their job, including managing their cases, interacting with clients, litigation and courtroom skills, professional relationships, and office procedures and policies.

- Ensure appropriate training(s) for Firm Attorneys on courtroom practices, legal issues, etc., and ensure trainings for Investigative staff are arranged by Supervising Investigator.
- Manage performance of direct reports with consistent feedback, including writing and delivering performance evaluations and disciplinary action, when needed.
- Assign caseload and courtroom coverage when assigned Attorneys are absent, out on leave, or other times as needed to support Attorneys.
- Ensure staff's compliance with Firm policies and procedures, including but not limited to Client Communication policies and JCATS time entry policies.
- Observe Attorneys in court and provide feedback as needed. Respond, as appropriate, to formal and informal concerns, complaints and questions from clients, court or community partners, and caregivers concerning Firm staff.
- Manage the Supervising Investigator, and provide oversight of Investigator workload. Ensure investigations are completed, that clients are visited according to the Firm's policy, address issues related to specific cases, and clients from diverse backgrounds are treated with respect and cultural humility.
- Manage and provide guidance to Office Coordinator.

#### *Case Consultation*

- This position does not carry a caseload but may assist with courtroom coverage as needed.
- Perform case consultations regularly with direct reports.
- Review and oversee all cases, including review of conflicts and assignment of incoming detentions, contested detentions, settlement decisions and trial strategies.
- Exercise final decisions as to Firm conflicts on Firm's cases.
- Read relevant court reports, Child Welfare Policies, All-County Letters, conduct legal research, and distribute relevant findings to support your Firm's Attorneys as needed.
- Assist in the preparation of briefs and motions, provide research and shepardize citations as needed.
- Oversee appellate cases within Firm's caseloads, provide appellate documents to appropriate Attorney, and be responsible for final decisions on whether to file a writ or appeal.
- Document advice provided to employees on individual clients and case-specific direction in JCATS as appropriate.

#### *Administration / Communication*

- Lead regular Firm (or joint-Firm) meetings to discuss and plan the legal services of the Firm, ensure staff are up-to-date on relevant legal updates, practice and cultural competency.
- Represent CLS at community meetings and outside events as needed.
- Communicate updates that affect overall operations of the Firm (i.e. courtroom closures, case load transfers, etc.) to Executive Director.

- Approve employee timecards, manage time-off requests, review/approve mileage and expenditure reimbursements, and consult with employees if needed to correct.
- Generate monthly caseload data for your Firm's employees and other reports/data as requested.
- Ensure compliance with Firm's JCATS reporting obligations and other contract reporting obligations as needed.
- Participate in the recruiting process for new employees, as needed.
- Assist Executive Director in attending fundraising events, locating and managing grants, and/or preparing documents for grant requests and reports.
- Elevate critical incidents to Administration as needed.
- Other duties as required.

### **EDUCATION**

- Juris Doctor degree is required

### **WORK EXPERIENCE**

- 8+ years of experience in the practice of Dependency Law is required
- 3+ years of experience in management is required

### **KEY SKILLS SET**

- Experience with managing people or teams.
- Must have excellent interpersonal skills with the ability to be professional, patient, and understanding when interacting with clients, colleagues, and supervisors
- Excellent written and oral communication skills, and the ability to articulate information clearly
- Must be self-directed, motivated, and able to work in a team environment

### **REQUIREMENTS**

- Must possess the highest standards of ethical and professional conduct.
- Must have a reliable automobile and the ability to travel within San Diego County.
- A valid California driver's license.
- Current auto insurance, as required by California law.
- Must have at least 3 years of management experience.

### **CERTIFICATIONS**

- State Bar Certification, and in good standing with the State Bar.

### **QUALIFICATIONS**

- Incumbents must demonstrate the ability to follow policies and procedures as established in the Children's Legal Services of San Diego Employee Handbook.

- Demonstrated willingness to delegate responsibility, work with others as a team and coach to develop their capabilities.
- Incumbents will also contribute to a positive work environment by behaving and communicating in a manner such that they get along with all constituent groups, co-workers, and management.
- Ability to communicate, or desire for continuing education, in a trauma-informed and culturally appropriate manner with persons of diverse backgrounds, including race, ethnicity, SOGIE, socioeconomic status, culture, etc.

### **EQUIPMENT AND APPLICATIONS**

- Proficiency in MS Office, including Word, Excel, Adobe and Outlook
- Proficiency with JCATS
- Working knowledge of all standard office equipment

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The physical demands/conditions described below are representative of those that must be met/tolerated by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Comfortable working in the office or in a virtual environment
- Sitting at a desk for sometimes continuous periods of time
- Answering or making calls on the telephone for sometimes continuous periods of time
- Using a keyboard to communicate through written means for sometimes long and continuous periods of time
- Looking at a computer monitor for sometimes long and continuous periods of time, including Zoom or MS Teams
- Occasionally standing, walking, reaching, and stooping
- Lifting up to 30 lbs.
- Exposure to low to moderate noise level

TO APPLY, PLEASE SUBMIT COVER LETTER AND RESUME VIA EMAIL TO  
JOELLEL@CLSSANDIEGO.ORG.