

**Administrative Office of the Courts**  
**Job Description**  
**Attorney/Senior Attorney**

Below is a list of the primary responsibilities of the position –

- Serve as staff counsel to the Judicial Council's Advisory Committee on Providing Access and Fairness;
- Provide legal research, analysis, and expertise on issues related to access to justice in a wide range of areas including various ways of addressing concerns about racial and gender bias, equal, physical, and economic access as well as services for self-represented litigants;
- Serve as a statewide expert and resource to the judicial branch on matters of race, ethnic, gender, ability/disability, and sexual orientation fairness in the judicial branch, as well as on economic access issues including services for self-represented litigants;
- Support the work of the advisory committee by drafting reports, recommendations, rules, and forms and managing and implementing the committee's projects;
- Research legal issues associated with the committee's projects or initiatives;
- Assist the advisory committee in formulating branch-wide policy on access and fairness issues affecting the courts including advising the advisory committee as to its purview and judicial council mandates;
- Present the advisory committee's recommendations to the council's internal committees and the council;
- Act as subject-matter resource for the education division and outside groups and organizations that work with the council or the committee on various access and fairness projects and initiatives.
- Make presentations to small and large audiences, make use of technology to present information to the courts, the bar, and the public, and develop relationships with relevant stakeholders including bar associations and community based organizations working on related issues.

**To apply:** Please visit: [www.courts.ca.gov/careers](http://www.courts.ca.gov/careers) and search for **Job #3827**.

OR To obtain a paper application, please download a copy from the Careers page of the website ([www.courts.ca.gov/careers](http://www.courts.ca.gov/careers)) under the Special Access and Paper Application Help section. And mail it to:

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455 Golden Gate Avenue, 5th Floor  
San Francisco, California 94102-3688  
415-865-4272 Telecommunications Device for the Deaf

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