

Legal Department Managing Attorney

US-MA-Boston

 Office of Court Management **Posting Date** 2/6/2018 **Closing Date** 02/27/2018 11:59 PM EST

Starting USD \$94,381.65/Yr. **Current Maximum** USD \$139,510.78/Yr. **ID** 2018-3606

NOTES

This position is covered by the Trial Court Personnel Policies and Procedures Manual.

MISSION STATEMENT OF THE MASSACHUSETTS TRIAL COURT

The Trial Court is committed to:

- the fair and impartial administration of justice;
- protection of constitutional and statutory rights and liberties;
- equal access to justice for all in a safe and dignified environment;
- efficient, effective and accountable resolution of disputes;
- prompt and courteous service to the public by committed and dedicated professionals utilizing best practices in a manner that inspires public trust and confidence.

DEPARTMENTAL MISSION STATEMENT

The Trial Court Legal Department reports to the Chief Justice of the Trial Court and the Court Administrator. The Legal Department handles a wide range of legal matters that arise within the Executive Office of the Trial Court and the Office of Court Management (OCM). The Legal Department's attorneys work directly with the Office of the Attorney General in its legal representation of the Trial Court, its departments, officers, judges and employees in litigation brought in state and federal courts. . The Legal Department also represents the Trial Court in employment matters, including before the Massachusetts Commission Against Discrimination (MCAD); and conducts investigations of discrimination complaints. The Legal Department advises the Chief Justice of the Trial Court, the Court Administrator, the Directors of the OCM Departments, the Office of the Commissioner of Probation, the Office of the Jury Commissioner, and the Deputy Court Administrators and attorneys for the seven Departmental Administrative Offices of the Trial Court on legal issues and problems.

POSITION SUMMARY

Working within the Trial Court Legal Department, the Legal Department Managing Attorney will assist the General Counsel and Deputy General Counsel in the direct supervision and management of the Legal Department's Administrative Attorneys and support staff. The duties of the administrative attorneys are varied and include: litigation management and support; drafting of legal memoranda on issues that arise on a daily basis; procurement of services; contracts; workers' compensation claims; lease negotiation, drafting and management;

inter-agency service agreements; memoranda of understanding; and discrimination investigations. The Managing Attorney may also collaborate with Legal Department's Labor Counsel and associated labor attorneys in the defense of MCAD claims and labor and employment matters.

The Legal Department Managing Attorney will assist both the General Counsel and the Deputy General Counsel in advising court administrative officials and chief justices on a broad array of legal and administrative issues including those presented by pending trial and appellate litigation, developing case law, legislation, standing orders, and administrative directives. The Managing Attorney will also assist the General Counsel and Deputy General Counsel in the proposal and development of Trial Court legal policies for approval by the Chief Justice of the Trial Court and the Court Administrator.

SUPERVISION RECEIVED:

Work is performed under the general direction of the General Counsel and the Deputy General Counsel and is evaluated for professional competence and thoughtful implementation of Trial Court policy.

MAJOR DUTIES

The following are the primary duties assigned to the Legal Department Managing Attorney:

Assigns work to administrative attorneys; monitors their timely completion of that work and provides direction in effectively completing assignments;

Advises and supports Assistant Attorneys General who represent the Trial Court, its judges and employees in civil litigation; reviews draft pleadings and briefs prepared by Assistant Attorneys General;

Supervises the procurement of services and the drafting, analyzing, and reviewing of contracts;

Manages the defense of Worker's Compensation claims by Trial Court employees;

Develops, implements and enforces departmental workflow procedures and productivity standards for Administrative Attorneys;

Researches and prepares legal memoranda on questions presented by the Chief Justice of the Trial Court and the Court Administrator on administrative and judicial management issues and on pending trial and appellate litigation and administrative proceedings;

Acts as legal counsel to Trial Court committees; provides support and counsel to committee members including judges and clerks;

Researches and drafts legislative proposals and proposed administrative rules;

Drafts correspondence in response to complaints, questions and requests for information from the public, state and federal agencies, and attorneys; drafts memoranda in response to legal questions from judges, clerks and other court officials;

Advises deputy court administrators and departmental counsel on Trial Court policy and legal positions affecting their departments;

Works collaboratively with the legal staffs of the Office of the Commissioner of Probation and the Office of the Jury Commissioner;

Assists in the development and implementation of Trial Court policies and procedures;

Performs related duties as required.

JOB COMPETENCIES

All applicants must be able, through the interview process, to prove efficiency in the following areas:

Ethics and Values	Communicates and demonstrates the ethical standards and values of the Legal Department and the Trial Court.
Mission	Understands, upholds, and communicates the mission of the Legal Department and the Trial Court.
Applied Knowledge	Skillfully applies knowledge and skills to successfully perform complex legal analysis, research, and management oversight of Administrative Attorneys preparing legal memoranda and other documents;
Problem Solving	Accurately identifies and addresses legal issues arising within the Trial Court Executive Office and the Office of Court Management, initiating corrective action.
Leadership	Demonstrates an ability to supervise, manage, and drive employee performance and professional development.
Commitment to Diversity	Promotes diversity through understanding and respect, using and effective communication with persons of varied racial, ethnic, economic, and cultural backgrounds.
Customer Service	Consistently demonstrates courtesy and professionalism in interacting with other Trial Court employees and the public.

POSITION REQUIREMENTS

These are the minimum requirements necessary to apply for the position Managing Attorney of the Legal Department:

Graduation from a nationally accredited law school;

Membership in the Massachusetts Bar;

Seven (7) or more years of relevant legal experience;

Demonstrated ability to supervise experienced attorneys and monitor their progress and productivity on assignments;

Thorough knowledge of sophisticated legal research techniques and methods, including competence in computer-assisted legal research, such as the skilled use of Westlaw and other online legal research services;

Advanced skills and abilities in drafting legal memoranda and briefs rigorously, thoroughly and accurately;

Advanced skills and abilities in the application of logical reasoning to detailed statutory analysis;

Excellent organizational skills, including the ability to properly rank competing work priorities and to work efficiently to fulfill those priorities in a timely manner;

Substantial knowledge of the Massachusetts judicial system, the Massachusetts General Laws and the operations of state government;

Professional experience and strategic understanding of trial, appellate and administrative proceedings;

Ability to analyze administrative problems and to develop feasible solutions.

Exceptional writing ability and effective and well-organized oral communications skill;

Ability to handle sensitive matters on a confidential basis; and

Ability to deal effectively with judges, government personnel and public and private counsel at all levels in representing the Trial Court.

OTHER

PLEASE NOTE:

Employment is contingent upon passage of a criminal record check.

If you are not currently viewing this posting online, please visit the Judicial Court Jobs website at www.mass.gov/courts to apply for this position or any other Trial Court employment opportunity.

No applications or resumes will be accepted by hand, mail, fax, or email delivery.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER