

JOB OPENING: 01/01/2014
CHIEF COUNSEL / EXECUTIVE OFFICER
ALCOHOLIC BEVERAGE CONTROL APPEALS BOARD

Salary: \$9416 - \$10,183

The ABC Appeals Board - a state agency that hears appeals from decisions issued by the Department of ABC (a separate agency) is headed by a three-member Board and its duly appointed Chief Counsel/Executive Officer (CEO). The latter position requires 10 years of California State Bar membership, including 3 years experience in administrative law, public law, or appellate court research; residence within the greater Sacramento area; strong analytical and writing skills; monthly travel for one-day hearing of oral arguments in Los Angeles; occasional appearances before appellate courts; and supervision of office staff including other counsel. Knowledge of the ABC Act, APA, and Department of ABC regulations is desirable. Highly desirable: ability to assist the three-member Board in drafting proposed decisions that can be understood by litigants (some of whom are in pro per) on the one hand, and that can pass muster before the Courts of Appeal on the other hand.

Send:

- (a) State application form (STD 678);
- (b) résumé;
- (c) a letter (not to exceed 2 pages) stating why you should be chosen for the position;
- (d) two of your writing samples (e.g., appellate court briefs; proposed decisions; memoranda on legal subjects; or decisions); and
- (e) names, addresses and phone numbers of at least 3 references, or actual letters of reference.

To: Allan J. Reniche, Chief Counsel/Executive Officer
ABC Appeals Board
300 Capitol Mall, Suite 1245
Sacramento, CA 95814

Do not send applications to CalHR.

Finalists will be orally interviewed. The position is exempt from Civil Service. Principles of affirmative action and equal opportunity are applied.

Application deadline: December 11, 2013.