

Acting Executive Director  
Jennifer Peabody

Assistant Director  
Jay M. Kohorn

Attorneys  
David Andreasen  
Sydney Banach  
Kathleen C. Caverly  
Tanya Dellaca  
Jennifer Hansen  
Dee Hayashi  
Ann Krausz  
Nicole Kronberg  
Richard B. Lennon  
Cheryl Lutz  
Kristie Lutz

# CALIFORNIA APPELLATE PROJECT

LOS ANGELES OFFICE  
520 S. Grand Avenue, Fourth Floor  
Los Angeles, California 90071

TELEPHONE: (213) 243-0300  
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*a non-profit corporation established by the State Bar of California*

Attorneys (cont'd)  
Mary C. Manuel  
Olivia Meme  
Maria Morrison  
Larry Pizarro  
Anna Rea  
Merrill Toole  
Andre Toscano  
Pamela Tripp  
Keilana Troung  
Ellen Wiley

Office Administrator  
Amy C. Griffin

Systems Administrator  
George A. Vergara

## JOB DESCRIPTION

(Revised March 2025)

<b>JOB TITLE:</b> Executive Director	<b>FLSA STATUS:</b> Exempt
<b>DEPARTMENT:</b> Administration	<b>REPORTS TO:</b> Board of Directors
<p><b>SUMMARY:</b> The Executive Director's main responsibility is to provide leadership and direction for the attorneys and support staff employed by CAP/LA, particularly in the requisite high quality of legal practice, in the tone and manner of dealing with panel attorneys, and in the way that all office personnel work together. This leadership must also be directed to the attorneys in private practice who take appointments from the California Court of Appeal, Second Appellate District. The ED must be able to function comfortably and effectively working with supreme and intermediate appellate court justices, with the clerks of the court, with Judicial Counsel personnel, and with colleagues on state-wide Judicial Council committees and task forces. The Assistant Director (AD) should be a resource and partner in handling these many responsibilities.</p>	

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Hires and maintains an attorney staff capable of providing a high level of assistance and quality control to the work of the appellate panel that accepts appointments before the California Court of Appeal, Second Appellate District.
2. Ensures that all staff attorney work on direct representation cases is top quality.
3. In consultation with the AD, formulates and implements office policy and engages in planning for future growth and change.
4. Maintains an inclusive and open style of decision-making that involves consultations with the AD and other staff attorneys before implementing changes that affect their work.
5. Works with and delegates office administrative responsibilities to AD and to other staff attorneys and support staff so that all necessary systems within the office are functioning at optimum level.
6. Makes the hard decisions that come with the practice of criminal appellate law, interacting with the panel, staff attorney and support staff, including on issues related to substantive law and procedure, in-house administration, salaries, personnel decisions.
7. Remains available on a daily basis to discuss and answer difficult questions of law and practice posed by both staff and panel attorneys.

8. Ensures that the office provides top quality training seminars and materials to both staff and panel attorneys.
9. Leads weekly attorney staff meetings.
10. Ensures that CAP/LA is, and is perceived to be, a positive place to come work each day.
11. Reviews all claims for compensation filed by appointed counsel before those claims are sent to the JCC and State Controller for payment.
12. Consults and maintains positive relationships with the eight presiding justices and twenty-four associate justices of the California Court of Appeal, Second Appellate District, as well as with the justices, judges, and personnel on the Judicial Council's advisory committees and task forces (including AIDOAC) and District Courts of Appeal- Court Appointed Counsel System (DCACS).
13. Interacts with law students and lawyers, individually and through participation in professional organizations, in a way that enhances the reputation of CAP and helps to elevate the legal profession, as well as encourage the practice of public interest law.
14. Meets and consults with the management of CAP-SF and with the EDs and ADs of the other four appellate projects.
15. Consults with the Board of Directors at regular meetings and any other time such consultation is appropriate.
16. Oversees and serves as Trustee for CAP Pension, in consultation with CAP-SF ED; oversees and makes decisions re benefits programs, including medical insurance.

### **REQUIREMENTS:**

1. Legal Background:
  - (a) Juris Doctorate;
  - (b) Admitted to California State Bar;
  - (c) Substantial knowledge of criminal appellate law and practice.
2. Management Experience:
  - (a) Legal management and office administration;
  - (b) Budgets and finances;
  - (c) Employment/personnel practices.
3. Personal Qualities and Skills:
  - (a) Excellent language and communication skills, both written and oral;
  - (b) Excellent research skills, including knowledge of resources;
  - (c) Excellent supervision and oversight skills;
  - (d) Excellent sense of perspective and balance, and ability to complete complex and potentially difficult tasks with a minimum amount of heat or conflict, and to inspire others to do likewise;
  - (e) Leadership demeanor that engenders trust, inspires hard work, and produces consistent results.

### **SALARY:**

The salary range is \$140K to \$175K, depending on experience and skill level.

### **CONTACT:**

Email resume and cover letter and writing sample to Jay Kohorn ([jay@lacap.com](mailto:jay@lacap.com)) by March 31, 2025.