

SUPREME COURT OF CALIFORNIA


350 McAllister Street
San Francisco, California 94102
Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: SUPREME COURT CHAMBERS ATTORNEY (LEVEL A-F) OR
SUPREME COURT CHAMBERS LAW CLERK (LEVEL A-C)

LOCATION: SAN FRANCISCO, CALIFORNIA

JOB OPENING#: 5781

OVERVIEW

The California Supreme Court, located in San Francisco, is accepting applications for a Supreme Court Chambers Attorney or Law Clerk on the personal staff of Justice Kelli Evans.

Supreme Court Chambers Attorney responsibilities include assisting the Justice in drafting bench memoranda and opinions in cases assigned to the Justice, reviewing memoranda and proposed opinions in cases assigned to other justices of the Supreme Court, and advising the Justice on a variety of legal issues. These responsibilities require a Supreme Court Chambers Attorney to carefully and accurately review appellate briefs, trial records, and other documents; thoroughly research and analyze existing law; draft clear, well-written memoranda and proposed opinions; and make recommendations to the Justice on the resolution of legal issues presented in cases before the court. A Supreme Court Chambers Attorney may also assist the Justice concerning issues related to the administration of justice in California's judicial system.

Supreme Court Chambers Law Clerk responsibilities include assisting the Justice in drafting bench memoranda and opinions in cases assigned to the Justice, reviewing memoranda and proposed opinions in cases assigned to other justices of the Supreme Court, and advising the Justice on a variety of legal issues. These responsibilities require a Supreme Court Chambers Law Clerk to carefully and accurately review appellate briefs, trial records, and other documents; thoroughly research and analyze existing law; draft clear, well-written memoranda and proposed opinions; and make recommendations to the Justice on the resolution of legal issues presented in cases before the court. A Supreme Court Chambers Law Clerk may also assist the Justice concerning issues related to the administration of justice in California's judicial system.

Justice Evans directs, reviews, and edits all her staff's work. The applicant must anticipate that all written work will be extensively revised by Justice Evans, or that Justice Evans may request research that she may use in opinions or internal court memoranda. The selected individual must also be able to work closely and collegially with other members of the Justice's staff and other court staff members. The individual's work will be reviewed and critiqued by other attorneys on the Justice's staff as well as by the other justices and their staffs.

CHAMBERS ATTORNEY MINIMUM QUALIFICATIONS

California State Bar membership and relevant experience in the practice of law; excellent research, analytical and writing skills; broad and practical knowledge of the law (both criminal and civil); familiarity with appellate practice; maturity, sound judgment, and discretion; ability to work cooperatively with other members of the staff and court; and ability to discuss issues thoroughly and to work independently while welcoming substantial supervision and editing of one's work product.

Level A: Active membership in the State Bar of California.

Salary: \$6,418 per month

Level B: Active membership in the State Bar of California and the equivalent of two years of post-bar legal experience in a legal setting such as a private law practice, corporation, government agency, law school, court, or legal publishing company. OR
Equivalent to two years of post-bar legal experience in a legal setting as described above, including one year of experience as an appellate attorney, Level A, with the judicial branch.
Salary: \$7,842 - \$9,965 per month

Level C: Active membership in the State Bar of California and the equivalent of three years of post-bar legal experience in a legal setting such as a private law practice, corporation, government agency, law school, court, or legal publishing company. OR
One year of experience as an appellate attorney, Level B, with the judicial branch.
Salary: \$8,623 - \$10,957 per month

Level D: Active membership in the State Bar of California and the equivalent of four years of post-bar legal experience in a legal setting such as a private law practice, corporation, government agency, law school, court, or legal publishing company. OR
One year of experience as an appellate attorney, Level C, with the judicial branch.
Salary: \$9,927 - \$13,246 per month

Level E: Active membership in the State Bar of California and the equivalent of six years of post-bar legal experience in a legal setting such as a private law practice, corporation, government agency, law school, court, or legal publishing company. OR
Two years of experience as an appellate attorney, Level D, with the judicial branch.
Salary: \$11,234 - \$14,994 per month

Level F: Active membership in the State Bar of California and two years of experience as a Supreme Court Chambers Attorney, Level E, or two years of experience as a senior appellate attorney with the judicial branch.
Salary: \$13,004 - \$15,369 per month

Notes: Work experience as a law clerk to a federal judge after passing a state bar but prior to formal state bar admission will be considered equivalent to post-bar legal experience. There is no external-only qualifying experience for Level F in this class.

LAW CLERK MINIMUM QUALIFICATIONS

Level A: Graduation from an accredited law school with a record of academic excellence.
Salary: \$7,842 per month

Level B: Graduation from an accredited law school with a record of academic excellence and one year of post-graduation legal experience in a legal setting such as a private law practice, corporation, government agency, law school, court, legal publishing company, or clerkship in state or federal court.
Salary: \$8,906 per month

Level C: Graduation from an accredited law school with a record of academic excellence and two years of post-graduation legal experience in a legal setting such as a private law practice, corporation, government agency, law school, court, legal publishing company, or clerkship in state or federal court.
Salary: \$9,965 per month

DESIRABLE QUALIFICATIONS

For all levels, exceptional research, writing, and analytical skills. Knowledge of both criminal and civil law and procedure. Strong interpersonal skills suited to working under pressure and graciously accepting constructive criticism. Prior clerkship experience is preferred.

OTHER INFORMATION

The Supreme Court of California will require verification of employment eligibility or authorization to legally work in the United States.

HOW TO APPLY

Please submit a thoroughly completed application, a resume, law school transcripts, list of references, and a writing sample. Applications will be considered as they are received, and the position will remain open until filled. Only candidates selected for an interview will be notified.

To complete an online application, please visit our website at www.courts.ca.gov/careers.htm and search for Job ID# 5781.

The Judicial Council provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation requests should be requested through Human Resources at (415) 865-4260. Telecommunications Device for the Deaf (415) 865-4272.

PAY AND BENEFITS

SALARY RANGES:

(Starting level and salary commensurate with experience)

Level A Supreme Court Chambers Attorney: Salary: \$6,481

Level B Supreme Court Chambers Attorney: Salary: \$7,842 - \$9,965

Level C Supreme Court Chambers Attorney: Salary: \$8,623 - \$10,957

Level D Supreme Court Chambers Attorney: Salary: \$9,927 - \$13,246

Level E Supreme Court Chambers Attorney: Salary: \$11,234 - \$14,994

Level F Supreme Court Chambers Attorney: Salary: \$13,004 - \$15,369

Level A Supreme Court Chambers Law Clerk: Salary: \$7,842

Level B Supreme Court Chambers Law Clerk: Salary: \$8,906

Level C Supreme Court Chambers Law Clerk: Salary: \$9,965

Some highlights of our benefits package for qualifying employees include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$130 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Supreme Court of California is an Equal Opportunity Employer.