**STATE OF CALIFORNIA**

# COURT OF APPEAL, SECOND APPELLATE DISTRICT

**300 South Spring Street Los Angeles, CA 90013**

**Web site:** [**www.courts.ca.gov/careers**](http://www.courts.ca.gov/careers)

**JOB TITLE: Appellate Court Attorney – Division Three LOCATION: Downtown Los Angeles**

**OVERVIEW**

Associate Justice [Rashida Adams](https://www.gov.ca.gov/2023/02/17/governor-newsom-announces-judicial-appointments-2-17-23/) is accepting applications for an appellate attorney. You will work collaboratively with Justice Adams in the preparation of opinions. Your duties will include reviewing appellate briefs and trial records, researching and analyzing the law, preparing initial drafts of opinions, reviewing and proofreading opinions, and performing other tasks as assigned. The types of cases presented are varied, and you will get civil and criminal law experience at the appellate level in an environment providing significant responsibility and challenge. Preference will be given to candidates who have prior clerking experience or familiarity with appellate practice.

In this role you may work from home up to 3 days per week.

**If the attorney is successful in this role, they will:**

- Write memoranda and initial drafts of opinions that are thoroughly researched, show sound legal reasoning, and are logical and well written (no misspellings, syntax or other grammatical errors)

- Meet deadlines without prompting or reminders

- Effectively collaborate with Justice Adams

# QUALIFICATIONS

**Required Skills and Abilities**

You must have demonstrated:

* Excellent writing skills
	+ Logical arguments supported by facts and legal authority
	+ Error-free
	+ Conforming to all standard rules of grammar
* Excellent analytical skills
	+ Use research, analysis and critical thinking skills to synthesize information from various sources to form a logical conclusion
* Ability to effectively work independently
	+ Consistently meet deadlines without reminders
	+ Ask for and accept help on new and unfamiliar tasks or when needed
	+ After receiving direction and guidelines, complete tasks with a minimum of oversight
* Effective communication and interpersonal skills
	+ Communicate your point of view and research results in a clear, logical manner
	+ Interact professionally and respectfully with individuals at all levels
	+ Are open to points of view and conclusions that are different from your own
	+ Accept direction and correction from the justice and others
* Enjoy having responsibility and are accountable for your output
* Embrace new tasks, take initiative, and you love a challenge!

**Required Education and Experience**

***Level A:*** Must be an active member of the California State Bar

***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.

**Desired Education and Experience**

***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.

***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.

## **Pay and Benefits**

## ***Level A:***$6,301 per month

## ***Level B:*** $7,624 to $9,684 per month(Starting salary will be between $7,624 to $8,386 per month)

## ***Level C:***$8,381 to $10,652 per month(Starting salary will be between $8,381 to $9,219 per month)

## ***Level D:***$9,647 to $12,875 per month(Starting salary will vary between $9,647 to $10,612 per month)

Some highlights of our benefits package include:

* Health/Dental/Vision benefits
* 14 paid holidays per calendar year
* 1 personal holiday per year
* Choice of annual leave or sick/vacation leave
* Up to $130 per month reimbursement for qualifying commuting costs
* CalPERS Retirement Plan
* 401K and 457 deferred compensation plans
* Employee Assistance Program
* Basic Life and AD&D Insurance
* FlexElect Program
* Long Term Disability
* Long Term Care
* Group Legal Plan

# HOW TO APPLY

Apply online at <http://www.courts.ca.gov/careers>

You will be asked to submit the following:

• Completed online application

• Cover letter

• Resume

• Writing Sample

* This can be a document you wrote that was filed or issued in the course of trial or appellate litigation
* Please indicate the extent to which the document was edited by others
* 20 pages or fewer

This position will remain open until filled.

# The Court of Appeal, Second Appellate District is an Equal Opportunity Employer.