**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: Law Clerk – Division Eight**

**LOCATION: Downtown Los Angeles**

**JOB ID: 5699**

**OVERVIEW**

I need help deciding appeals and crafting opinions. I have an opening for

one law clerk, to start January 2023.

Our goal here at the California Court of Appeal is to achieve the ideal of

equal justice under law. We aim to inspire the public with the excellence of

California’s justice system. The work is fulfilling, important, varied, and

fascinating: in our state court system, the jurisdiction is general and so we

encounter just about every imaginable human conflict, in practically every

legal setting. Each case is a new story, or maybe two, or many. You would

work with me directly, as well as with a small, supportive, friendly, fun,

talented, and non-hierarchical group of colleagues.

We used to work together in downtown Los Angeles. Nowadays we mostly

work from home in one of the most pandemic-tolerant jobs ever. Internally,

we have many video chats, phone calls, and email conversations. Externally,

oral arguments are remote. Who knows when all that will end? The

situation is evolving.

You must have excellent academic credentials. Actual or imminent

membership in the California bar is required. You will manage

administrative tasks as well as research and writing assignments.

Organizational proficiency is vital because you must keep track of a lot of

moving parts. Professional experience is wonderful but inessential. You have

got to love to write.

I ask for a two-year commitment. In my experience, that time whizzes by

and you will be just starting to master the work at the two-year mark.

Please send a cover letter, resume, references, law school grades, and

writing sample to Div8.J4@gmail.com. And please spread the word, if you

know of someone who might be interested.

# QUALIFICATIONS

Admission to the State Bar of California and one (1) year of administrative, clerical, or legal secretarial experience.

**SALARY**

Salary Range: $5,546 - $6,738 per month

(starting salary will be between $5,546 to $6,101)

# HOW TO APPLY

Please send a cover letter, resume, references, law school grades, and

writing sample to Div8.J4@gmail.com.

# SOME HIGHLIGHTS OF OUR BENEFITS PACKAGE INCLUDE:

* Health/Dental/Vision benefits
* 13 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

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