

# STATE OF CALIFORNIA



COURT OF APPEAL, FOURTH APPELLATE DISTRICT, DIVISION TWO  
3859 TWELFTH STREET  
RIVERSIDE, CALIFORNIA 92501-3819  
Web site: [www.courts.ca.gov/careers](http://www.courts.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** SENIOR APPELLATE COURT ATTORNEY (Level D – Senior)

**LOCATION:** RIVERSIDE, CALIFORNIA

**JOB NO.** 6159

The California Court of Appeal, Fourth Appellate District, Division Two, located in Riverside, decides cases at the forefront of California's civil and criminal jurisprudence. The Court is currently recruiting talented lawyers with a love for the law and writing, a strong work ethic and a dedication to excellence to serve in the Presiding Justice's chambers. The Court values diversity and inclusion in our workplace. Working as a chamber's attorney offers a unique opportunity to think and write about developing issues in the law. Your work at the court would include drafting proposed opinions in all areas of appellate law including criminal, civil, and juvenile. Litigation experience or a prior judicial clerkship are desirable, but a proven interest in legal writing and analysis, and a desire to contribute to the judicial branch are a must. The Court offers a generous compensation and benefits package, including opportunities for remote work and flexible scheduling, subject to the Justice's approval.

The position is being recruited at levels D to Senior and will be staffed at a level commensurate with the qualifications of the selected individuals.

### **RESPONSIBILITIES**

Duties of a chambers attorney include thoroughly analyzing and discussing legal issues in pending cases, drafting proposed opinions in assigned cases, analyzing motions, and performing other legal duties, as assigned. These responsibilities require that the attorney carefully and accurately review appellate briefs, trial records, and other documents; thoroughly research and analyze existing law; draft clear, concise, and well-organized memoranda and proposed opinions; and make recommendations regarding the resolution of legal issues before the court within assigned deadlines.

### **MINIMUM QUALIFICATIONS:**

**Level D:** 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.

**Senior Level:** Equivalent of six years of post-bar legal experience, including substantial appellate 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.

**Please Note:** 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.

**Licensing and Certification:** Active membership in the State Bar of California.

### **DESIRABLE QUALIFICATIONS**

Applicants should have appellate court experience, or experience in either appellate litigation or trial litigation with substantial writing experience. They should also have exceptional research, analytical, and writing skills; broad and practical knowledge of the law; familiarity with appellate practice; mature and sound judgment; attention to detail; good time-management skills; and ability to work both independently and cooperatively with other members of the court staff. Applicants should welcome supervision and editing of their work product. Experience with computerized legal research, word processing skills, and knowledge of software applications are also essential.

### **HOW TO APPLY:**

To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 p.m. on February 16, 2024. The position will remain open until filled.

To complete an online application, please click the APPLY FOR JOB button.

**Include ONLY the following items in your application packet:**

- Cover Letter
- Job Application
- Current Resume
- Recent Writing Sample (no longer than 20 pages double spaced)
- Completed Supplemental Questions

The Fourth District Court of Appeal provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260. Telecommunications Device for the Deaf (415) 865-4272.

### **PAYMENTS & BENEFITS**

**LEVEL D: \$9,696 - \$12,944 per month**

**SENIOR: \$10,978- \$14,651 per month**

Salary is based on qualifications and experience.

Highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 14 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- Up to \$130 per month reimbursement for qualifying commuting costs
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program

- Basic Life and AD&D Insurance
- Flex Elect Program
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**EQUAL EMPLOYMENT OPPORTUNITY**

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

**Supplemental Questions**

**To better assess the qualifications of each applicant, the Court asks that you respond to the following questions. Your response should be no more than two pages in length.**

1. Please state your date of admission to the State Bar of California.
2. Please explain why you are interested in this position.
3. Please describe, in some detail, your experience in conducting legal research and writing on complex legal issues.