



**STATE OF CALIFORNIA**

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**COURT OF APPEAL, FOURTH APPELLATE DISTRICT, DIVISION THREE**

**601 W. Santa Ana Blvd.  
Santa Ana, California 92701  
Web site: [www.courts.ca.gov](http://www.courts.ca.gov)**

**EMPLOYMENT OPPORTUNITY**

**JOB TITLE: APPELLATE COURT ATTORNEY (LEVEL C - SENIOR)**

**LOCATION: SANTA ANA, CA**

**JOB #: 6136**

**OVERVIEW**

The Fourth Appellate District, Division Three located in Santa Ana is now accepting applications for central staff attorney positions. The positions are being recruited at levels C to Senior and will be staffed at a level commensurate with the qualifications of the selected individuals.

Duties of the attorneys include assisting in the drafting of bench memoranda and opinions in assigned cases and reviewing memoranda and proposed opinions. 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. Attorneys perform legal duties and read, review, and analyze case records; conduct research of legal issues; draft memoranda and opinion proposals; edit and revise memoranda and opinions; and perform other related work as required.

The ability to discuss issues thoroughly and work independently while welcoming supervision and editing of one's work is required. Excellent analytical, writing, and research skills are mandatory. The attorneys in these positions will review both criminal and civil cases. These are in-person positions with some flexible scheduling.

**MINIMUM QUALIFICATIONS:** Applicants must have at least the following:

Active membership in the State Bar of California and:

**Level C:** 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:** 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.

**Desirable qualifications**

Additional experience in excess of the minimum qualifications in the practice of law, with experience as a judicial staff attorney, appellate practitioner, or comparable position emphasizing legal writing and analysis, and experience in exercising adjudicatory (as opposed to solely advocacy) skills. Broad and practical knowledge of the law; familiarity with appellate practice; familiarity with writ practice and procedures; mature and sound judgment; and ability to work both independently and cooperatively with other members of the court staff.

**HOW TO APPLY**

To ensure consideration of your application for the earliest round of interviews, please apply by 5:00PM on January 29, 2024. The position will remain open until filled.

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

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.

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

- Cover Letter
- Job Application
- Current Resume
- Recent Writing Sample which demonstrates ability to perform legal analysis of an issue by applying law to the facts of a case
- Completed Supplemental Questions

**PAYMENTS & BENEFITS**

**Level C (\$8,632- \$10,972)**

**Level D (\$9,936-\$13,261)**

**Senior Level (\$11,247-\$15,011)**

Salary will be based on the education and years of experience.

- 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 for qualifying commuting costs
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect 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 provide your date of admission to the State Bar of California.
2. The position of Appellate Court Attorney involves drafting legal memoranda and assisting the Court in researching and drafting appellate opinions on a wide variety of matters. Extensive independent research, analysis, and writing on complex legal issues are required. Please describe, in some detail, the relevant experience you have in performing comparable work.
3. Explain why you are interested in this position.