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

**LOCATION: RIVERSIDE, CALIFORNA**

**JOB NO.: 5970**

Division Two of the California Court of Appeal, Fourth Appellate District located in Riverside is accepting applications for a Senior Appellate Court Attorney for its central staff. This position is supervised by the Presiding Justice who assigns them to work with an associate justice of the court.

Duties of an attorney include assisting in the drafting of tentative opinions in assigned cases and reviewing tentative opinions. These responsibilities require that the attorney carefully and accurately review appellate briefs and petitions, trial records, and other documents; thoroughly research and analyze existing law; draft clear, concise, and well-organized tentative 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 tentative opinions; edit and revise tentative opinions; and perform other related work as required.

The Court offers a generous compensation and benefits package, including opportunities for remote work.

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

Active membership in the State Bar of California and:

**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. Exceptional research, analytical and writing 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. Ability to discuss issues thoroughly while welcoming supervision and editing of one’s work product.

**HOW TO APPLY:**

To ensure consideration of your application for the earliest round of interviews, **please apply by** **5:00PM on August 11, 2023**. The position will remain open until filled.

To complete an online application go to job opening #5970 at https://www.courts.ca.gov/careers.htm.

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 D: $9,647 - $12,875 per month

Senior: $10,658 - $14,224 per month

(Starting salary expected to be between $10,658-$11,274)

* 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
* 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.