

SUPREME COURT OF CALIFORNIA

350 McAllister Street
San Francisco, California 94102
Web site: www.courts.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: SUPREME COURT ATTORNEY, CRIMINAL CENTRAL STAFF
(LEVEL A – B)

LOCATION: SAN FRANCISCO, CALIFORNIA

JOB OPENING#: 5295

OVERVIEW

The Supreme Court of California, located in San Francisco, is accepting applications for the position of Supreme Court Attorney on the Criminal Central Staff. The positions are one-year clerkships, with the possibility of renewal for a second year. At least two positions are available immediately, and others may become available in the course of the year.

THE SUPREME COURT

The California Supreme Court is the state's highest court. Its decisions are binding on all other California state courts. The court conducts regular sessions in San Francisco, as well as in Los Angeles and Sacramento; it may also hold special sessions elsewhere in the state.

The state Constitution gives the Supreme Court the authority to review decisions of the Courts of Appeal. This discretionary review power enables the Supreme Court to decide important legal questions and to maintain uniformity in the law. The court selects specific issues for review, or it may decide all the issues in a case. The court also has original jurisdiction in proceedings for extraordinary relief in the form of mandamus, certiorari, prohibition, and habeas corpus, and other matters specified by the Constitution.

RESPONSIBILITIES

The main role of the Criminal Central Staff is in the case selection process. Staff attorneys prepare clear and concise memoranda on petitions for review in criminal cases that evaluate the merits of the issues presented, analyze the law, and offer recommendations to the court for the proper disposition of the requests for discretionary review.

Staff attorneys also perform other tasks as determined by the court. The attorney must be able to work closely and cooperatively with other members of the central staff, as well as other members of the court's staff, and should anticipate having his or her work product subject to extensive review and editing by the staff director and other senior staff attorneys.

QUALIFICATIONS

The clerkship position is not viewed as an entry-level position for long-term employment with the Court. An applicant for this position should have graduated no more than five years previously and should have no expectation of remaining on the staff after the clerkship term is complete. Third year law school students and recent graduates, including those have registered with the Provisional Licensure program, are invited to apply. If selected for employment, a candidate who is not a member of the Bar will generally be hired into a Graduate Legal Assistant classification pending admission.

Level A: Active membership in the State Bar of California.

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

The equivalent of 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. 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 particular, experience as a judicial staff attorney or extern, an appellate practitioner, or a comparable position emphasizing legal writing and analysis, and experience in exercising adjudicatory (as opposed to advocacy) skills; and the demonstrated ability to manage an individual workload, to meet tight deadlines, to be self-motivated, and to respond to the need for increased productivity when the caseload increases.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply by February 28, 2021; interviews may begin before that date, however, and the positions will remain open until filled. Only candidates selected for an interview will be notified. This position requires the submission of our official application, a resume, a response to the supplemental questionnaire below, and a writing sample.

To complete the online application, please visit our website at <https://www.courts.ca.gov/careers.htm> and search for Job ID # 5295.

The Judicial Council 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.

Please Note:

If you are selected for hire, the Supreme Court will require verification of employment eligibility or authorization to legally work in the United States.

PAY AND BENEFITS

Starting level and salary will be commensurate with experience; starting salary is customarily at the low end of a range.

*Graduate Legal Assistant Salary: \$4,671 to \$5,153 per month
Level A Supreme Court Attorney Salary: \$6,022 per month*

Level B Supreme Court Attorney Salary: \$7,287 to \$9,259 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits programs
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- Up to \$130 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program

The Supreme Court of California is an Equal Opportunity Employer.