

## STATE OF CALIFORNIA

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**COURT OF APPEAL, SECOND APPELLATE DISTRICT**  
300 South Spring Street  
Los Angeles, CA 90013  
[www.courts.ca.gov/careers](http://www.courts.ca.gov/careers)

**JOB TITLE:** Law Clerk

**LOCATION:** Los Angeles, CA

**JO#** 6025

### OVERVIEW

Associate Justice Lamar Baker of the California Court of Appeal, Second Appellate District, Division Five, located in Los Angeles, is accepting applications for the position of Law Clerk. The Law Clerk position combines important clerical and legal editing duties with the opportunity to engage in traditional law clerk research and analysis.

### RESPONSIBILITIES

- Provide administrative and clerical assistance to Justice Baker and his research attorneys, including preparation of appellate opinions for circulation, filing legal documents, calendaring case deadlines, and scheduling meetings.
- Monitor all stages of case preparation and maintain case files.
- Engage in legal research and writing, including for appellate opinions, pending motions, and other matters.
- Verify record references and legal citations in draft opinions.
- Assist with special legal, clerical, or administrative projects.
- May need to work occasional evening or weekend hours.

### QUALIFICATIONS

Admission to the State Bar of California and one year of administrative or clerical experience. Participation in the California Provisional Bar Licensing Program may be substituted for Admission to the State Bar of California per the terms and conditions and within the time frame of that program.

Licenses and Certificates: Admission to the State Bar of California.

### HOW TO APPLY

To complete an online application go to job opening #6025 at <https://www.courts.ca.gov/careers.htm>

The following items are required.

- Completed online application.
- Cover letter
- Resume
- Writing Sample
- Law School Transcript (unofficial is acceptable)

For earliest consideration, please apply early because interviews will be scheduled on a rolling basis until the position is filled.

**SALARY**

Law Clerk: \$5,546 - \$6,738 per month  
(starting salary will be between \$5,546 and \$6,101)

**BENEFITS**

- 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)

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