

# JUDICIAL COUNCIL OF CALIFORNIA

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455 Golden Gate Avenue San Francisco, California 94102

415-865-4272 Telecommunications Device for the Deaf Web site: <http://www.courts.ca.gov/careers>

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** Communications Editor

**LOCATION:** San Francisco or Sacramento

**JOB OPENING #:** 6030

### OVERVIEW

The Judicial Council of California is the policymaking body for the trial and appellate courts of California. The Center for Judicial Education and Research (CJER) is the Judicial Council office responsible for developing education and training for justices and judges of the California Supreme Court, courts of appeal, and trial courts, the leadership and staff of those courts, and Judicial Council staff.

The Communications Editor works independently in coordination with attorneys, an editor colleague, and publishing company employees to copy edit, format, and finalize legal updates to judicial publications. The portfolio of nearly 80 judicial publications includes print-only publications, publications that are available as PDF documents on CJER Online, and online courses. Judicial officers consult these publications to help decide pending cases. The incumbent ensures that updated publications are clear, well-written, readable, logical, and consistent in style, format, and legal citation use. This position is responsible for using macros and templates in Microsoft Word to create and update internal cross references and tables of contents and authorities. Effectively using these macros and templates often requires creative and persistent troubleshooting and problem solving.

The Judicial Council strives for work life balance and includes substantial vacation and holiday time. In addition, we offer an excellent benefits package including pension, medical, dental, and vision coverage, flexible spending, up to \$130 per month reimbursement for qualifying commuting costs, and retirement savings plans. In San Francisco, the office is only a 7-minute walk from the Civic Center BART station in downtown San Francisco. In Sacramento, the office is located minutes from downtown, just north of Discovery Park.

The successful candidate will be expected to work in the Judicial Council's San Francisco or Sacramento office; hybrid work options for employees who live in areas surrounding these locations may be considered.

To complete an online application, go to job opening #6030 at <https://www.courts.ca.gov/careers.htm>

### RESPONSIBILITIES

- Edit legal updates to print publications.
- Coordinate production of printed legal materials and publications with authors, typesetters, indexers, and other production staff, including helping create and monitor production schedules.
- Review accuracy of tables of citations and authorities created by legal publisher and revise text as needed.
- Edit legal updates to publications that are available as PDF documents on CJER Online.
- Copy edit text of legal publications for clarity, grammar, consistency, organization, readability, and style, including correcting legal citations and suggesting rewrites as appropriate.

- Communicate with Judicial Council attorneys and editor colleague about revisions to text and related matters.
- Serve as a resource for colleagues about copy editing, formatting, and proofreading best practices and conventions, and style guide interpretation.
- Maintain internal documentation detailing editing practices and procedures.

**Other Duties and Responsibilities:**

- Copy edit other text as needed, including video text, web pages, and special projects (quarterly).
- Help coordinate the mailing and distribution of print publications, including creating and maintaining subscriber mailing lists based on court feedback (monthly).
- Communicate with other teams in the office to publicize updated publications externally and internally using established processes (monthly).
- Attend regular one-on-one, department, office, and agency meetings (weekly).

**MINIMUM QUALIFICATIONS**

Bachelor’s degree, preferably in a directly related field that would provide the knowledge and skills required. An additional four years of professional experience as noted above may substitute for the bachelor’s degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.

**Desirable Qualifications:**

- Excellent verbal and written communication skills.
- Ability to proactively initiate and maintain clear, effective, and succinct communications with supervisor, colleagues, and publication company personnel.
- Extremely detailed and thorough work habits, which are required to copy edit and format legal writing that effectively guides judicial officers’ decision-making.
- Ability to effectively complete solitary editing projects and meet deadlines.
- Ability to successfully collaborate with attorney and editor colleagues.
- Ability to creatively troubleshoot and problem solve issues arising when using Word macros and templates.
- Ability to work independently yet seek supervisor’s guidance when appropriate.
- Ability to shift between multiple editing projects daily, weekly, and/or over the longer term.

**OTHER**

Please note, if you are selected for hire, verification of employment authorization to work in the United States will be required.

**HOW TO APPLY**

This position is Open Until Filled and requires the submission of our official application, a resume and a response to the supplemental question. To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on **October 10, 2023**.

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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.

**PAYMENT & BENEFITS\***

\$6,323 - \$8,851 per month  
(Starting salary will be \$6,323 per month)

Some 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
- FlexElect Program
- Pretax Parking
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Judicial Council of California Is an Equal Opportunity Employer.**

### **Supplemental Question**

**To better assess the qualifications of each applicant, please provide a response to the following question. Your answer should not exceed three pages.**

1. Please discuss your qualifications for this position, including any experience editing legal writing and working with publishers and/or authors.

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