

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, Level A – B, Criminal Central Staff
LOCATION: San Francisco, CA
JOB OPENING: 5797

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. These positions will be filled as one-year clerkships, with the possibility of renewal for a second year. Some positions are available immediately, while others are scheduled to begin on or about September 1, 2023. Please indicate your availability in your cover letter.

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

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

Third year law school students and recent graduates 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 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 judicial extern, an appellate practitioner, or a comparable position emphasizing criminal law, legal writing and analysis, and experience in exercising adjudicatory (as opposed to advocacy) skills; possess a strong work ethic; 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.

OTHER INFORMATION

Please note, the Supreme Court of California will require verification of employment eligibility or authorization to legally work in the United States.

HOW TO APPLY

Applications will be reviewed on a rolling basis. To ensure consideration of your application for the earliest round of interviews, please apply early, and no later than March 1, 2023. Interviews may begin before the closing date, but 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 cover letter, a resume, a response to the supplemental questionnaire below, and a writing sample. Those selected for an interview may be asked to perform a timed written exercise.

To complete an online application, please visit our website at www.courts.ca.gov/careers.htm and search for Job ID# 5797.

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.

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: \$5,028 to \$5,546 per month

Level A Supreme Court Attorney Salary: \$6,481 per month

Level B Supreme Court Attorney Salary: \$7,842 to \$9,965 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits programs
- 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

The Supreme Court of California is an Equal Opportunity Employer.

SUPPLEMENTAL QUESTIONNAIRE
for
SUPREME COURT ATTORNEY, LEVELS A – B
(Job Req # 5797)

In order to better assess the qualifications of each applicant, we ask that you respond to the following questions.

1. Extensive independent research, analysis and writing on complex legal issues are required in this position. Please describe your relevant experience in performing comparable work, why you believe your experience and skills qualify you, and why you are interested in the position.
2. Provide your law school cumulative Grade Point Average (GPA): _____

Note: A certified copy of the law school transcript will be required for candidates selected for an interview.

3. Provide your final grades in the following courses or an equivalent course at your law school. If you have not taken a given course, answer N/A:

Legal Writing & Research: _____

Criminal Law: _____

Criminal Procedure: _____

Evidence: _____

Constitutional Law: _____

Please list any other relevant courses you have taken and provide the grade you received.