



STATE OF CALIFORNIA

COURT OF APPEAL, FOURTH APPELLATE DISTRICT

Division One - San Diego

750 B Street, Suite 200

San Diego, California 92101-8196

Web site: www.courtsinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: JUDICIAL ASSISTANT TO APPELLATE JUSTICE

LOCATION: SAN DIEGO, CA

SALARY RANGE: \$6,434 - \$ 7,827/Month

JOB No.: 6178

OVERVIEW

The State of California, Court of Appeal, Fourth Appellate District, Division One, located in downtown San Diego, is accepting applications for the position of Judicial Assistant to an Appellate Justice.

This specialized position is responsible for review of Court of Appeal draft opinions prior to circulation for citational and stylistic accuracy and conformity to specified standards (e.g., Cal. Style Manual and Cal. Rules of Court), spelling, grammar, syntax, clarity, and internal consistency and accuracy with the appellate record. Position will also be responsible for organizing and managing administrative, paralegal, and legal secretarial tasks for a specified appellate court justice and the justice's research attorneys. Incumbents also organize, coordinate, and ensure successful completion of specifically determined projects and assist with any other administrative, paralegal, and legal secretarial duties.

EXAMPLES OF DUTIES *(illustrative only)*

- Review Court of Appeal draft opinions prior to circulation within the court for citational and stylistic accuracy and conformity to specified standards (e.g., Cal. Style Manual and Cal. Rules of Court), spelling, grammar, syntax, clarity, and internal consistency and accuracy with the appellate record.
- Edits, proofreads, and reviews drafts of opinions and court orders and other related documents, using the electronic case management and document management systems, for correctness and accuracy with respect to grammar, spelling, punctuation, content, and organization; conforms opinions to uniform style using the California Style Manual and other style manuals, ensuring compliance with California Rules of Court.
- Perform various administrative functions within chambers such as conflict checks, monitoring case submission lists, preparation of initial drafts of standard template orders, correction of opinions post-filing, work with the California Reporter of Decisions Unit to finalize published case galley proofs, preparation and submission of judicial affidavits and maintenance of chambers log of assigned and circulating opinions, petitions for rehearing and proposed orders.
- Provides varied, complex, confidential, administrative, paralegal, and legal secretarial support to an appellate court justice and the justice's research attorneys.
- Maintains chambers calendar; arranges travel and prepares travel related documents for justices, as needed.
- Tracks cases, oral arguments, submissions, and filings; prepares materials for oral argument.

- Maintains and updates both physical and electronic chambers library.
- Maintains status reports for chambers; works closely with chambers attorneys to ensure accuracy and timely filing of opinions and court orders; may be responsible for tracking motions.
- May support special projects as assigned, preparing meeting materials, scheduling meetings, preparing reports, and coordinating with internal and external stakeholders.
- Provides training and guidance to new staff in court practices and procedures.
- Organizes and routes work using the court's document management system and follows up to ensure coordination and completion of assigned work; exercises skill in setting priorities; works closely with the Clerk's Office to ensure that materials are received and sent out in timely fashion.
- Drafts correspondence and routine orders for review, including opinion modifications, orders on rehearing petitions or publication requests; independently initiates specified correspondence for signature by appropriate staff.

WORKING CONDITIONS

The California Courts of Appeal are equal opportunity employers. The California Courts of Appeal comply with obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Light Work: Incumbents generally work in a typical office environment with adequate light and temperature. May occasionally exert up to 30 pounds of force, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Positions in this class typically require sitting for extended periods of time, walking, reaching, standing, grasping, pushing, pulling, lifting, keyboarding, kneeling, crouching, stooping, seeing, hearing, talking, and repetitive motions.

May be required to work overtime; may be required to travel, as necessary.

QUALIFICATIONS

Knowledge of:

- General functions and organization of the judicial system and the roles and functions of other legal and law enforcement agencies.
- Working knowledge of, and familiarity with, the California Style Manual and the California Rules of Court.
- Experience in a legal publishing editorial environment is advantageous.
- Calendar management and scheduling.
- Computers and the use of computer applications such as Microsoft Word, LexisNexis, and Westlaw
- Correct business English, including spelling, grammar, and punctuation, with emphasis on legal terminology.
- California trial and appellate court practices and procedures.
- Legal and administrative office practices and procedures.
- Complex legal concepts, terminology, principles, and procedures.
- Methods of complex legal research (traditional and electronic).

Ability to:

- Verify the accuracy of complex legal documents and research (traditional and electronic).
- Understand, interpret, and apply complex legal concepts, terminology, principles, and procedures.
- Operate computers and other standard office equipment, using standard business software and automated case management systems; interpret and apply technical manuals and tutorials.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines while maintaining accuracy.
- Use initiative and independent judgment within established procedural guidelines.
- Maintain confidentiality, using tact, discretion and courtesy.
- Establish and maintain effective working relationships, including cooperation, collegiality, and efficiency, with justices, public and court attorneys, IT staff, clerks, and other judicial assistants.
- Communicate effectively in English, verbally and in writing.
- Accurately apply the California Style Manual.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to six (6) years of legal secretarial experience, including four (4) years of technical legal research.

OR

Bachelor's degree and two (2) years of legal secretarial experience, including technical legal research.

Additional directly related experience and/or college-level coursework may be substituted on a year-for-year basis for either of the paths outlined above.

OR

One (1) year as a Judicial Assistant OR two (2) years as a Deputy Clerk OR three (3) years as a Lead Judicial Secretary or Assistant Deputy Clerk III with the judicial branch.

Equivalent years of experience performing the duties of a class comparable in the level of responsibility to the classes listed above in a California Superior Court or California state-level government entity also qualify.

HOW TO APPLY:

To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 p.m. on March 6, 2024. The posting will remain open until filled.

To complete the online application, please visit our website at <https://www.courts.ca.gov/careers.htm> and search for Job ID# 6178.

The Fourth District Court of Appeal provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through

Fourth District Court of Appeal Human Resources at (619) 744-0760. Telecommunications Device for the Deaf (415) 865-4272.

PAYMENTS & BENEFITS

\$6,434 -\$7,827 per month

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
- \$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 CALIFORNIA COURT OF APPEAL, FOURTH APPELLATE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

SUPPLEMENTAL QUESTIONS

To better assess the qualifications of each applicant, please provide a short response to the following:

1. Describe your experience:
 - Proofreading legal documents;
 - Cite-checking transcripts
 - Cite-checking legal authorities;
 - Writing routine memos and letters.

2. Describe your Microsoft Word experience using tables, track changes, compare, and styles.

3. Describe your experience utilizing software for tasks such as shared calendars and/or database management.

4. Describe your experience using Lexis, Westlaw, or law library research (traditional and electronic).

5. Describe your knowledge of legal terminology and legal resources.

6. Describe your strengths and weaknesses in interpersonal skills involving teamwork.

7. Describe your strengths and weaknesses in time management.

8. Describe your experience in legal publishing editorial environment.