



STATE OF CALIFORNIA

COURT OF APPEAL, THIRD APPELLATE DISTRICT

914 Capital Mall, Fourth Floor
Sacramento, California 95814
(916) 654-0209

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

EMPLOYMENT OPPORTUNITY

JOB TITLE: Appellate Court Attorney, Level A-D or
Senior Appellate Court Attorney

LOCATION: Sacramento, CA

JOB REQUISITION: 6183

OVERVIEW

The California Court of Appeal, Third Appellate District, located in Sacramento, is accepting applications for appellate court attorney positions both in the chambers of Associate Justice Aimee Feinberg and for the Court's Central Staff. Applicants should indicate whether they desire a position in chambers, on Central Staff, or either. The individual(s) selected for the positions will be appointed at a level commensurate with their qualifications.

The duties of all appellate court attorneys will include reviewing briefs and records in civil, criminal, and juvenile matters; thoroughly researching and analyzing the law; drafting clear, concise, and well-written memoranda and proposed opinions; reviewing and proofreading opinions; and performing other related work as required. Candidates should have excellent analytical, research, and writing skills; the ability to work collaboratively with others; strong attention to detail; and sound judgment.

RESPONSIBILITIES:

- Review, evaluate, and analyze briefs, petitions, motions, and other pertinent documents filed in a particular case in order to determine factual accuracy, legal issues on appeal, and scope and complexity of issues raised.
- Prepare written statements of facts pursuant to rules of appellate review.
- Analyze legal issues raised by parties.
- Read and apply cases, statutes, constitutional provisions, and rules of court cited by parties.
- Conduct independent research for relevant cases, statutes, court rules, and secondary sources not cited by parties.
- Research legislative history and intent of particular statutes.
- Draft conference memoranda, opinions, orders, and requests for supplemental briefing.
- Use citator services to verify precedential value of citations.
- Consult with other attorneys and/or professional staff regarding issues on appeal.
- Attend oral arguments.
- Review, evaluate, and analyze petitions for rehearing.
- Serve on court committees as required.
- Conduct special legal research and assignments when requested, including editing of work prepared by court externs.

MINIMUM QUALIFICATIONS

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

Equivalent to 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.

Level C: Active membership in the State Bar of California and the equivalent of three 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

One year of experience as an appellate attorney, Level B, with the judicial branch.

Level D: Active membership in the State Bar of California and the equivalent of four 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

One year of experience as an appellate attorney, Level C, with the judicial branch.

Senior: Active membership in the State Bar of California and the equivalent of six years of post-bar legal experience, including substantial appellate experience, in a legal setting such as a private law practice, corporation, government agency, law school, court, or legal publishing company.

OR

Two years of experience as an appellate attorney, Level D, with the judicial branch.

NOTES:

- 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.
- For external candidates for the Senior Appellate Court Attorney class, the Administrative Presiding Justice must certify that the candidate possesses “substantial appellate experience.”

OTHER

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

HOW TO APPLY

This position requires the submission of our official application, a resume, and a response to the supplemental questions. To ensure consideration of your application for the earliest round of interviews, please apply by **5:00 P.M. on April 23, 2024.**

To complete an online application, please visit www.courts.ca.gov/careers and search for Job ID# 6183.

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

Level A: \$6,331 per month

Level B: \$7,665 - \$9,736 per month

Level C: \$8,427 - \$10,708 per month

Level D: \$9,696 - \$12,944 per month

Senior: \$10,978 - \$14,651 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
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Third District Court of Appeal Is an Equal Opportunity Employer.

A supplemental questionnaire follows this announcement.

**Supplemental Questionnaire for
Appellate Court Attorney A – D, or Senior Appellate Court Attorney**

To better assess the qualifications of each applicant, we ask that you respond to the following inquiries. Your response should be no more than two pages in length.

1. The position of appellate court attorney involves drafting legal memoranda and assisting the court in researching and drafting appellate opinions in a wide variety of matters. Extensive independent research, analysis, and writing on complex legal issues are required. Please describe, in some detail, the relevant experience you have had in performing comparable work and indicate why you believe your experience and skills qualify you for the position. Also, please explain why you are interested in this position.
2. Please provide your date of admission to the State Bar of California.