

SUPREME COURT OF CALIFORNIA

350 McAllister Street
San Francisco, California 94102
Web site: www.courts.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: SUPREME COURT CHAMBERS ATTORNEY (LEVEL A – F) OR
SUPREME COURT CHAMBERS LAW CLERK (LEVEL A – C)

LOCATION: SAN FRANCISCO OR LOS ANGELES, CALIFORNIA

JOB OPENING#: 6271

OVERVIEW

The California Supreme Court is accepting applications for a Supreme Court Chambers Attorney or Law Clerk on the personal staff of Justice Martin J. Jenkins. The successful candidate may be located in either San Francisco or Los Angeles, California. The position will be staffed at a level commensurate with the qualifications of the selected individual. Chambers Law Clerk, Level A – C, would be staffed as a one-year, limited term position.

Justice Jenkins directs, reviews, and edits all his staff's work. The applicant must anticipate that Justice Jenkins will extensively revise all written work and request research that he may or may not use in opinions or internal court memoranda. The selected individual must also be able to work closely and collegially with other members of the justice's staff and other court staff members. The individual's work will be reviewed and critiqued by other attorneys on Justice Jenkins's staff and by the other justices and their staffs.

The successful candidate will be expected to work out of the Supreme Court's facilities in San Francisco or Los Angeles, with the possibility of remote work for limited portions of each workweek. The Supreme Court of California offers a hybrid work schedule with 2 days in the office and three remote. This hybrid schedule is subject to change at the court's discretion and depending on work assignments or projects.

RESPONSIBILITIES

Supreme Court Chambers Attorney responsibilities include assisting the justice in drafting bench memoranda and opinions in cases assigned to the justice, reviewing memoranda and proposed opinions in cases assigned to other justices of the Supreme Court, and advising the justice on a variety of legal issues. These responsibilities require a Supreme Court Chambers Attorney to carefully and accurately review appellate briefs, trial records and other documents; thoroughly research and analyze existing law; draft clear, well-written memoranda and proposed opinions; and make recommendations to the justice on the resolution of legal issues presented in cases before the court. A Supreme Court Chambers Attorney may also assist the justice concerning issues related to the administration of justice in California's judicial system.

CHAMBERS ATTORNEY MINIMUM QUALIFICATIONS

California State Bar membership and relevant experience in the practice of law. Excellent research, analytical and writing skills; broad and practical knowledge of the law; familiarity with appellate practice;

maturity, sound judgment, and discretion; and ability to work cooperatively with other members of the staff and court. Ability to discuss issues thoroughly and to work independently while welcoming substantial supervision and editing of one's work product. Broad working knowledge of both criminal and civil law.

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.

Level E: Active membership in the State Bar of California and the equivalent of six 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
Two years of experience as an appellate attorney, Level D, with the judicial branch.

Level F: Active membership in the State Bar of California and two years of experience as a Supreme Court Chambers Attorney, Level E, or two years of experience as a senior appellate attorney 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.

There is no external-only qualifying experience for Level F in this class.

CHAMBERS LAW CLERK MINIMUM QUALIFICATIONS

Level A: Graduation from an accredited law school with a record of academic excellence.

Level B: Graduation from an accredited law school with a record of academic excellence and one year of post-graduation legal experience in a legal setting such as a private law practice, corporation, government agency, law school, court, legal publishing company, or clerkship in state or federal court.

Level C: Graduation from an accredited law school with a record of academic excellence and two years of post-graduation legal experience in a legal setting such as a private law practice, corporation, government agency, law school, court, legal publishing company, or clerkship in state or federal court.

DESIRABLE QUALIFICATIONS

For all levels, exceptional writing skills. Knowledge of both criminal and civil law and procedure. Strong interpersonal skills suited to working under pressure and graciously accepting constructive criticism. Prior law practice or clerkship experience is preferred.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, **please apply by Friday, September 20, 2024**. However, the job will remain open until filled. This position requires the submission of the Supreme Court's online application, supplemental questionnaire, resume, law school transcripts, list of references, and a writing sample. Only those applicants invited to attend interviews will be contacted.

To complete the online application, please visit the California Courts website at <https://www.courts.ca.gov/careers.htm> and search for **Job ID # 6271**.

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.

OTHER INFORMATION

Please note, if you are selected for hire, the Supreme Court of California will require verification of employment eligibility or authorization to legally work in the United States.

PAY AND BENEFITS

SALARY RANGES:

(Starting level and salary commensurate with experience)

Level A San Francisco Supreme Court Chambers Attorney Salary: \$6,875 per month

Level A Los Angeles Supreme Court Chambers Attorney Salary: \$6,685 per month

Level B San Francisco Supreme Court Chambers Attorney Salary: \$8,319 – \$10,572 per month

Level B Los Angeles Supreme Court Chambers Attorney Salary: \$8,089 – \$10,274 per month

Level C San Francisco Supreme Court Chambers Attorney Salary: \$9,148 – \$11,625 per month

Level C Los Angeles Supreme Court Chambers Attorney Salary: \$8,891 – \$11,301 per month

Level D San Francisco Supreme Court Chambers Attorney Salary: \$10,532 – \$14,052 per month

Level D Los Angeles Supreme Court Chambers Attorney Salary: \$10,234 – \$13,659 per month

Level E San Francisco Supreme Court Chambers Attorney Salary: \$11,918 – \$15,907 per month

Level E Los Angeles Supreme Court Chambers Attorney Salary: \$11,584 – \$15,461 per month

Level F San Francisco Supreme Court Chambers Attorney Salary: \$13,796 – \$16,305 per month

Level F Los Angeles Supreme Court Chambers Attorney Salary: \$13,409 – \$15,846 per month

Level A San Francisco Supreme Court Chambers Law Clerk Salary: \$8,319 per month

Level A Los Angeles Supreme Court Chambers Law Clerk Salary: \$8,086 per month

Level B San Francisco Supreme Court Chambers Law Clerk Salary: \$9,448 per month

Level B Los Angeles Supreme Court Chambers Law Clerk Salary: \$9,178 per month

Level C San Francisco Supreme Court Chambers Law Clerk Salary: \$10,572 per month

Level C Los Angeles Supreme Court Chambers Law Clerk Salary: \$10,271 per month

Some highlights of our benefits package for qualifying employees 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
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Supreme Court of California is an Equal Opportunity Employer.

SUPPLEMENTAL QUESTIONNAIRE

For JOB ID # 6271

**SUPREME COURT CHAMBERS ATTORNEY, LEVEL A – F OR
SUPREME COURT CHAMBERS LAW CLERK, LEVEL A – C**

1. Please provide your date of admission to the State Bar of California.
2. Please address, in no more than 800 words, your interest in, and qualifications for, the position.