



STATE OF CALIFORNIA
COURT OF APPEAL, THIRD APPELLATE DISTRICT
914 Capitol Mall
Sacramento, CA 95814

EMPLOYMENT OPPORTUNITY

JOB TITLE: APPELLATE COURT ATTORNEY C-D

LOCATION: SACRAMENTO, CALIFORNIA

OVERVIEW

The California Court of Appeal for the Third Appellate District located in Sacramento, California, is accepting applications for an Appellate Court Attorney for the Chambers of Associate Justice Ronald B. Robie. The level of appointment and starting salary will be commensurate with experience.

Duties include legal research, case review, verbal and written analysis, and drafting memoranda and proposed court decisions. Minimum qualification is an active California bar membership 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. Candidates should possess exceptional research, analytical, communication and writing skills.

QUALIFICATIONS

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 Court 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 Court Attorney, Level C, with the judicial branch.

DESIRABLE QUALIFICATIONS

Additional experience in the practice of law, with at least three years as a judicial staff attorney, appellate practitioner or comparable position emphasizing legal writing and analysis. Broad working knowledge of substantive and procedural law. Exceptional research, analytical, communication and writing skills; familiarity with appellate practice; mature and sound judgment; reliability; and ability to work cooperatively with other members of the staff and court. Ability to discuss issues thoroughly and to work independently while welcoming supervision and editing of one's work product.

HOW TO APPLY

The official application must be completed thoroughly in order to be considered. Apply by 4:30 PM, **(30 days)**. The Job Announcement, Application, and Supplemental Questionnaire are available

1. online at www.courts.ca.gov/3dca,
2. by sending an email to 3DCA-Careers@jud.ca.gov, or
3. by calling Sarah Rice at (916) 653-8038.

A complete employment packet includes

1. a cover letter,
2. a completed Application for Employment,
3. a response to the Supplemental Questionnaire,
4. current Resume (please include an email address),
5. a writing sample that is no more than ten (10) pages (this may be a segment of a larger document), and
6. a minimum of three (3) references.

An employment packet in PDF format may be submitted electronically to 3DCA-Careers@jud.ca.gov or a hard copy of the employment packet may be delivered to

Sarah Rice, Administrative Specialist
Office of the Clerk
Court of Appeal, Third Appellate District
914 Capitol Mall
Sacramento, CA 95814

PAY AND BENEFITS

Salary Ranges:

Appellate Court Attorney, Level C: \$7,345 - \$9,332 per month

Appellate Court Attorney, Level D: \$8,451 - \$11,281 per month

Highlights of the benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- 1 personal holiday per year
- Choice of Annual Leave or Sick/Vacation Leave
- \$130 transit pass subsidy per month
- CalPERS Retirement Plan
- Basic Life and Accidental Death and Dismemberment Insurance
- Employee Assistance Program
- FlexElect Program (optional)
- 401(k) and 457 deferred compensation plans (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Court of Appeal, Third Appellate District, is an Equal Opportunity Employer.