STATE OF CALIFORNIA

COURT OF APPEAL, SECOND APPELLATE DISTRICT
300 South Spring
Street Los Angeles,
CA 90013
Web site: www.courts.ca.gov/careers

JOB TITLE: Law Clerk – Division Eight
LOCATION: Downtown Los Angeles
JOB ID: 5699

OVERVIEW

I need help deciding appeals and crafting opinions. I have an opening for one law clerk, to start January 2023.

Our goal here at the California Court of Appeal is to achieve the ideal of equal justice under law. We aim to inspire the public with the excellence of California’s justice system. The work is fulfilling, important, varied, and fascinating: in our state court system, the jurisdiction is general and so we encounter just about every imaginable human conflict, in practically every legal setting. Each case is a new story, or maybe two, or many. You would work with me directly, as well as with a small, supportive, friendly, fun, talented, and non-hierarchical group of colleagues.

We used to work together in downtown Los Angeles. Nowadays we mostly work from home in one of the most pandemic-tolerant jobs ever. Internally, we have many video chats, phone calls, and email conversations. Externally, oral arguments are remote. Who knows when all that will end? The situation is evolving.

You must have excellent academic credentials. Actual or imminent membership in the California bar is required. You will manage administrative tasks as well as research and writing assignments. Organizational proficiency is vital because you must keep track of a lot of moving parts. Professional experience is wonderful but inessential. You have got to love to write.

I ask for a two-year commitment. In my experience, that time whizzes by and you will be just starting to master the work at the two-year mark.

Please send a cover letter, resume, references, law school grades, and writing sample to Div8.J4@gmail.com. And please spread the word, if you know of someone who might be interested.
QUALIFICATIONS
Admission to the State Bar of California and one (1) year of administrative, clerical, or legal secretarial experience.

SALARY
Salary Range: $5,546 - $6,738 per month
(starting salary will be between $5,546 to $6,101)

HOW TO APPLY
Please send a cover letter, resume, references, law school grades, and writing sample to Div8.J4@gmail.com.

SOME HIGHLIGHTS OF OUR BENEFITS PACKAGE INCLUDE:

- Health/Dental/Vision benefits
- 13 paid holidays per calendar year
- 1 personal holiday per year
- Choice of annual leave or sick/vacation leave
- Up to $130 per month reimbursement for qualifying commuting costs
- CalPERS Retirement Plan
- 401K and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Disability
- Long Term Care
- Group Legal Plan

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