

# STATE OF CALIFORNIA

COURT OF APPEAL - FIFTH APPELLATE DISTRICT



Web site: [www.courts.ca.gov/careers](http://www.courts.ca.gov/careers)

**JOB TITLE:** APPELLATE COURT ATTORNEY, LEVEL A - SENIOR

**LOCATION:** FRESNO, CALIFORNIA

**JOB OPENING:** 4889

## **OVERVIEW**

The California Court of Appeal for the Fifth Appellate District, located in Fresno, California, is accepting applications for the position(s) of Appellate Court Attorney. The attorney's duties will include, but will not be limited to, drafting research memoranda and proposed opinions involving criminal and civil appeals and original proceedings. In support of these activities, the attorney will review appellate briefs and trial records and research and analyze applicable law. Exceptional research, analytical, and writing skills are required. The level of appointment and starting salary will be commensurate with experience. For earliest consideration, please submit your application by January 22, 2019.

## **QUALIFICATIONS**

Knowledge of:

- Substantive and procedural legal principles and applications.
- Scope and character of California and federal statutory and case law and provisions of the United States and California Constitutions; California Rules of Court; the legislative process; statutes and constitutional provisions governing the organization, duties, powers, procedures, management, and conduct of the work of the trial and appellate courts.
- Legal research methods.
- Principles of administrative and constitutional law.
- Rules of evidence and procedure in California trial and appellate courts.
- The operation of personal computers and the use of specified computer applications, such as word processing.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Perform complex legal research, including computerized legal research; apply legal principles and precedents to particular sets of facts.
- Analyze legal issues; present statements of fact, law, policy, and argument clearly, concisely, and logically in both written and oral form.
- Draft legal opinions, briefs, and other legal documents and correspondence.
- Interact successfully with Justices and the court.
- Exercise sound judgment and integrity consistent with representing the judicial branch; maintain confidentiality of work product.

# STATE OF CALIFORNIA

COURT OF APPEALS, FIFTH APPELLATE DISTRICT



2424 Ventura Street  
Fresno, California 93721

Web site: [www.courts.ca.gov/careers](http://www.courts.ca.gov/careers)

- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

## **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** the equivalent of two years of post-bar legal experience in a legal setting 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 Appellate Court Attorney:** 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.

- *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.”*

## **DESIRABLE QUALIFICATIONS**

The ideal candidate:

- has appellate experience and exceptional writing skills;

# STATE OF CALIFORNIA

COURT OF APPEAL - FIFTH APPELLATE DISTRICT

Web site: [www.courts.ca.gov/careers](http://www.courts.ca.gov/careers)



- possesses a strong work ethic; and,
- works well, both independently and cooperatively with Justices, appellate attorneys, and court staff.

**How to apply:** The position requires the submission of an official job application, a resume, and a writing sample. The writing sample should not exceed 15 pages and must be exclusively your own writing, without editing by any other person. For a complete job announcement and to apply online, go to the Careers page at [www.courts.ca.gov/careers](http://www.courts.ca.gov/careers) and search for Job #4889. To ensure earliest consideration, please apply by January 22, 2019; however, this position will remain open until filled.

To obtain a printed application, please download a copy from the Careers page at <http://www.courts.ca.gov/5786.htm> (Click on Employment Application under Applying for a job) and mail, along with your resume and writing sample, to the following address:

Fifth District Court of Appeal  
Re: Job Opening #4889  
2424 Ventura Street  
Fresno, CA 93721

## **PAY AND BENEFITS**

### **Salary Ranges (Starting salary level and salary commensurate with experience):**

Appellate Court Attorney A - \$5,518 per month  
Appellate Court Attorney B - \$6,680 to \$8,485 per month  
Appellate Court Attorney C - \$7,345 to \$9,332 per month  
Appellate Court Attorney D - \$8,451 to \$11,281 per month  
Senior Appellate Court Attorney - \$9,568 to \$12,769 per month

### **Some benefits package highlights:**

- Health/dental/vision benefits programs
- Thirteen paid holidays per calendar year
- Choice of annual leave or sick/vacation leave
- One 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 care disability (employee-paid option)
- Group legal plan (employee-paid option)

# STATE OF CALIFORNIA

COURT OF APPEAL, FIFTH APPELLATE DISTRICT



2424 Ventura Street  
Fresno, California 93721

Web site: [www.courts.ca.gov/careers](http://www.courts.ca.gov/careers)

**Please note:** If you are selected for hire, the California Court of Appeal, Fifth Appellate District, will require verification of employment eligibility or authorization to legally work in the United States.

**THE CALIFORNIA COURT OF APPEAL, FIFTH APPELLATE DISTRICT,  
IS AN EQUAL OPPORTUNITY EMPLOYER**