

SUPREME COURT OF CALIFORNIA

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

EMPLOYMENT OPPORTUNITY

JOB TITLE: LEGAL ADVISOR TO THE SUPREME COURT
COMMITTEE ON JUDICIAL ETHICS OPINIONS (LEVEL I – IV)

JOB OPENING: 5420

LOCATION: California

OVERVIEW

The California Supreme Court Committee on Judicial Ethics Opinions is accepting applications for a full-time Legal Advisor to the Committee on Judicial Ethics Opinions. The position is being recruited at Levels I — IV and will be staffed at a level commensurate with the qualifications of the selected individual. This benefited position is a limited term assignment from the date of hire through June 30, 2022, with the possibility of reassignment for an additional one-year term, if budget permits.

Article VI, section 18(m) of the California Constitution charges the Supreme Court with adopting the Code of Judicial Ethics to govern the conduct of judges and judicial candidates.

The Supreme Court has adopted rule 9.80 of the California Rules of Court and established the Committee on Judicial Ethics Opinions to provide judicial ethics advisory opinions and advice to judicial officers, candidates for judicial office, and the public. In providing its opinions and advice, the committee acts independently of the Supreme Court, the Commission on Judicial Performance, and all other entities. The committee relies on and interprets the California Code of Judicial Ethics, the decisions of the Supreme Court and of the Commission on Judicial Performance, and other relevant sources in its opinions and advice.

The committee is authorized to provide ethics advice to judicial officers and candidates for judicial office, and to consider suggestions from the public when issuing formal written opinions, informal written opinions, and expedited advice.

RESPONSIBILITIES

This position assists the committee in:

- Preparing formal, informal, and expedited written opinions.
- Drafting memoranda, opinions, advice, and other documents.
- Reviewing, evaluating, and analyzing pertinent documents, questions, and requests for advice in order to evaluate and assess the ethical issues, and the scope and complexity of inquiries received.
- Researching the applicable law contained in the Code of Judicial Ethics, statutes, constitutions, and precedent.

During the current pandemic, a legal advisor to the committee is expected to fulfill these

responsibilities while also advising and assisting the members of the committee using remote videoconferencing, as well as meeting in-person with the full committee when advisable. The ability to act independently and proactively is required.

MINIMUM QUALIFICATIONS

Legal Advisor (I — IV)

Level I: 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.

Level II: 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.

Level III: 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.

Level IV: Active membership in the State Bar of California and equivalent of eight 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.

Licenses and Certificates:

Active membership in the State Bar of California.

Desirable Qualifications:

Exceptional research, analytical, and writing skills. Experience and familiarity with appellate practice. Mature and sound judgment. Ability to work cooperatively with the members of the committee and its staff and with other court staff. Ability to discuss issues thoroughly and to work independently while welcoming substantial supervision and editing of one's work product. Ability to work on multiple projects and meet deadlines. Broad and practical knowledge of the law, including working knowledge of both criminal and civil law.

Additional desired qualifications:

- Legal experience related to ethics.
- Knowledge and understanding of the California Code of Judicial Ethics and related judicial ethics issues.
- Ability to write collaboratively with a large group of individuals.
- Experience working and communicating effectively with judicial officers.
- Experience working for a court or the judicial branch.
- Experience providing legal analysis and advice.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply by **November 29, 2021**, however, the job will remain open until filled. This position requires the

submission of our online application, supplemental questionnaire, resume, and writing sample. Only those applicants invited to attend interviews will be contacted.

To complete the online application, please visit our website at <https://www.courts.ca.gov/careers.htm> and search for Job ID #5420.

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.

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

PAY AND BENEFITS

Salary Ranges:

(Starting level and salary commensurate with experience)

Legal Advisor, Level I Salary Ranges:

Region 1 (Fresno, Riverside, and Sacramento): \$7,260 - \$9,221 per month

Region 2 (Los Angeles, San Diego, Santa Ana, and Ventura): \$7,438 - \$9,448 per month

Region 3 (San Jose and San Francisco): \$7,651 - \$9,722 per month

Legal Advisor, Level II Salary Ranges:

Region 1 (Fresno, Riverside, and Sacramento): \$7,982 - \$10,142 per month

Region 2 (Los Angeles, San Diego, Santa Ana, and Ventura): \$8,177 - \$10,392 per month

Region 3 (San Jose and San Francisco): \$8,413 - \$10,690 per month

Legal Advisor, Level III Salary Ranges:

Region 1 (Fresno, Riverside, and Sacramento): \$9,184 - \$12,260 per month

Region 2 (Los Angeles, San Diego, Santa Ana, and Ventura): \$9,412 - \$12,561 per month

Region 3 (San Jose and San Francisco): \$9,685 - \$12,923 per month

Legal Advisor, Level IV Salary Ranges:

Region 1 (Fresno, Riverside, and Sacramento): \$10,398 - \$13,877 per month

Region 2 (Los Angeles, San Diego, Santa Ana, and Ventura): \$10,653 - \$14,219 per month

Region 3 (San Jose and San Francisco): \$10,960 - \$14,628 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 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

The Supreme Court of California Is an Equal Opportunity Employer.

SUPPLEMENTAL QUESTIONNAIRE
for
LEGAL ADVISOR TO THE
SUPREME COURT COMMITTEE ON JUDICIAL ETHICS OPINIONS

The position of Staff Attorney/Legal Advisor to the Supreme Court Committee on Judicial Ethics Opinions involves assisting the committee in the research and drafting of judicial ethics advisory opinions for judicial officers, candidates for judicial office, and the public, including drafting formal written advisory opinions that are noticed for public comment. Extensive independent research, analysis, and appellate level writing on complex judicial ethics issues is required.

In order to better assess the qualifications of each applicant, we ask that you respond to the following questions.

1. How does your professional background demonstrate exceptional appellate writing skills?
2. Discuss your ability to work independently while receiving feedback and editing of your written work, including any public writing you've done.
3. Do you have professional experience with providing written advisory opinions, and how does that experience compare with writing advocacy briefs or decisional opinions?
4. Provide details of any professional work you've done for the courts and judicial officers, or with judicial ethics.
5. What about the committee's work interests you in this position?
6. Please provide a writing sample, including a brief description of your authorship responsibilities and level of participation in the writing process.
7. Please provide your date of admission to the State Bar of California.