

STATE OF CALIFORNIA

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

JOB TITLE: Law Clerk

LOCATION: Los Angeles, CA

JOB OPENING: 5663

OVERVIEW

Associate Justice Lamar Baker of the California Court of Appeal, Second Appellate District, Division Five, located in Los Angeles, is accepting applications for the position of Law Clerk. The Law Clerk position combines important clerical and legal editing duties with the opportunity to engage in traditional law clerk research and analysis.

RESPONSIBILITIES

- Provide administrative and clerical assistance to Justice Baker and his research attorneys, including preparation of appellate opinions for circulation, filing legal documents, calendaring case deadlines, and scheduling meetings;
- Monitor all stages of case preparation and maintain case files;
- Engage in legal research and writing, including for appellate opinions, pending motions, and other matters;
- Verify record references and legal citations in draft opinions;
- Assist with special legal, clerical, or administrative projects;
- May need to work occasional evening or weekend hours.

QUALIFICATIONS

Admission to the State Bar of California and one year of administrative or clerical experience. (Applicants who have not been admitted to the State Bar of California but who have graduated from law school may receive consideration for hiring as a Graduate Legal Assistant).

Familiarity with citation form recommended by the California Style Manual is preferred.

HOW TO APPLY

Apply online at www.courts.ca.gov/careers.

The following items are required.

- Completed online application
- Cover letter
- Resume
- Writing Sample
- Law School Transcript (unofficial is acceptable)

For earliest consideration, please apply early because interviews will be scheduled on a rolling basis until the position is filled.

SALARY

Law Clerk: \$5,546 - \$6,738 per month
(starting salary will be between \$5,546 and \$6,101)

BENEFITS

- 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
- Group Legal Plan

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