

# SUPREME COURT OF CALIFORNIA

350 McAllister Street  
San Francisco, California 94102  
Web site: [www.courts.ca.gov/jobs](http://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:** 5752

**LOCATION:** San Francisco, 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, 2023**, 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 (Level 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 17, 2022**, 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# 5752**.

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.

### **OTHER INFORMATION**

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: \$7,842 - \$9,965 per month*

*Legal Advisor, Level II Salary: \$8,623 - \$10,957 per month*

*Legal Advisor, Level III Salary: \$9,927 - \$13,246 per month*

*Legal Advisor, Level IV Salary: \$11,234 - \$14,994 per month*

#### **Some highlights of our benefits package include:**

- Health/Dental/Vision benefits program
- 14 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- Up to \$130 per month reimbursement for qualifying commuter costs
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance

**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. Describe your experience with and interest in each of the following:
  - a. judicial ethics;
  - b. writing advisory or other opinions;
  - c. the judiciary.
4. Provide details of any professional work you've done for the courts and providing legal advice judicial officers.
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.