

# SUPREME COURT OF CALIFORNIA

350 McAllister Street  
San Francisco, California 94102  
Web site: [www.courtsc.ca.gov/careers](http://www.courtsc.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** LEGAL ADVISOR TO THE SUPREME COURT  
COMMITTEE ON JUDICIAL ETHICS OPINIONS

**LOCATION:** San Francisco, California

**JOB OPENING:** 5018

### **OVERVIEW**

The California Supreme Court Committee on Judicial Ethics Opinions is accepting applications for a fulltime 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.

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 oral advice.

### **RESPONSIBILITIES**

This position assists the committee in:

- 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 California Code of Judicial Ethics, statutes, constitutions, and precedent.
- Preparing formal and informal written opinions.
- Drafting memoranda, opinions, advice, and other documents.

## **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.

**OR**

**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.

## **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.

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

## **HOW TO APPLY**

To ensure consideration of your application for the earliest round of interviews, please apply by August 30, 2019, however, the job will remain open until filled. This position requires the submission of our online application, supplemental questionnaire, resume, and writing sample.

To complete the online application, please visit our website at <https://www.courts.ca.gov/careers.htm> and search for Job ID #5018.

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.

## **PAY AND BENEFITS**

### **Salary Ranges:**

(Starting level and salary commensurate with experience)

*Level I Legal Advisor Salary: \$7,287 - \$9,259 per month*

*Level II Legal Advisor Salary: \$8,012 - \$10,181 per month*

*Level III Legal Advisor Salary: \$9,224 - \$12,308 per month*

*Level IV Legal Advisor Salary: \$10,438 - \$13,931 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
- Long Term Care Disability (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Supreme Court of California Is an Equal Opportunity Employer.**

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

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

1. The position of Legal Advisor to the Supreme Court Committee on Judicial Ethics Opinions involves assisting the committee in the research and drafting of ethics opinions and advice for judicial officers, candidates for judicial office, and the public, including formal written advisory opinions. Extensive independent research, analysis, and writing on complex ethics issues is required. Please describe, in some detail, the relevant experience you have had in performing comparable work, and indicate why you believe your experience and skills qualify you for the position. If you have had any legal experience in a non-adversarial capacity (e.g., as an arbitrator, mediator, judicial law clerk or extern, court legal staff or attorney), please include a discussion of that experience. Please also describe any appellate writing experience. In addition, please explain why you are interested in this position.
2. Please provide a writing sample.
3. Please provide your date of admission to the State Bar of California.