

SUPREME COURT OF CALIFORNIA

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

EMPLOYMENT OPPORTUNITY

JOB TITLE: LEGAL EDITORIAL ASSISTANT

LOCATION: SAN FRANCISCO

JOB OPENING: 5019

OVERVIEW

The California Supreme Court, located in San Francisco, is accepting applications for the position of Legal Editorial Assistant. Under general supervision of the Reporter of Decisions, the incumbent performs a variety of legal editorial assistance and administrative support work relating to publication of the Official Reports and the public dissemination of opinions and related information.

RESPONSIBILITIES

- Prepare and administer complex publication schedules for the Official Reports involving calculating and monitoring jurisdictional time limits applicable to each opinion, monitoring completion of editorial work within the office, obtaining timely review of that editorial work by the appropriate court, and then coordinating with the publisher's manufacturing schedules and business requirements.
- Proofread manuscript and page proofs at various stages of the editorial and manufacturing processes.
- Process edits and additions to the jury instructions, rules of court, local rules, internal operating practices and procedures and orders received for publication in the Official Reports advance pamphlets.
- Search multiple sources to verify the completeness and accuracy of editorial information, such as trial court judge and docket number, appellate court information, and appearances of counsel, for each published opinion; compile subsequent history for each published opinion, including opinion modifications, clerical corrections by courts, and superseding history that will require deletion of an opinion from the Official Reports.
- Prepare, in cooperation with the Official Reporter publisher, all ancillary material that is published in Official Reports advance pamphlets and bound volumes such as complete roster of trial and appellate court judges, tables, indexes, and other finding aids; ensure the complete accuracy of all ancillary material.
- Prepare editorial information, particularly appearances by counsel, for each Supreme Court opinion by searching the appellate record and other sources, frequently under severe time constraints.
- Respond to queries about styling of counsel listings for published opinions; review pamphlets for counsel listing styling accuracy.
- Respond to telephone inquiries by the public, trial and appellate court staff, and legal information providers on matters related to the publication of opinions.
- Respond to requests for old nonpublished Court of Appeal opinions.

- Receive and process computer version of all appellate court minutes, daily petition filing reports, and daily opinions filed reports.
- On a rotational basis, process and post Supreme Court and published Court of Appeal opinions for direct Web site posting, checking for inclusion in computer version of information such as filing date, counsel and trial court, case title, formatting, titles of Court of Appeal panel, and protective nondisclosure issues.
- Provide a variety of administrative support work for the office, including answering the phone, handling of incoming/outgoing mail and courier service deliveries to and from the Official Reports publisher, maintaining the office's library, and maintaining office supplies.

QUALIFICATIONS

Equivalent to graduation from high school and six years of legal editorial or advanced procedural and legal processing experience in an appellate court or legal publishing environment.

OR

Two years as a Deputy Clerk or judicial assistant in the judicial branch.

Directly related college-level course work may be substituted for required experience on a year-for-year basis.

Knowledge of:

- Complex legal concepts, terminology, principles, and practices.
- Methods of complex legal research, both traditional and online.
- California Rules of Court relating to publication of opinions.
- California Style Manual, as well as editing practices, procedures, symbols, and terms.
- Correct business English, including spelling, grammar, and punctuation, with emphasis on legal terminology.
- Administrative office practices and procedures, including traditional and computer-based recordkeeping and file maintenance, and standard office procedures and practices.

Ability to:

- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines while maintaining accuracy; exercise skill in priorities that accurately reflect the importance of assigned responsibilities.
- Proofread and edit legal opinions, reports, and other documents.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, legal applications, and desktop publishing, including demonstrated skills in interpreting and applying technical manuals and tutorials.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Maintain confidentiality.

Working Conditions:

- Must be available to work overtime.
- Must be able to work independently for long periods in an isolated environment.
- May be required to transport boxes weighing up to 40 pounds.

OTHER

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

HOW TO APPLY

Please refer to Job #5019 in all communications, including your application. For earliest consideration, please apply by Monday, August 12, 2019, however, this position will remain open until filled. This position requires the submission of our official application, cover letter, and resume.

To complete the online application, please visit our website at <https://www.courts.ca.gov/careers> and search for Job ID# 5019.

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 Range: \$5,695 - \$6,920 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
- Up to \$130 transit pass subsidy per month
- Pre-Tax Parking Savings Program
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Supreme Court of California is an Equal Opportunity Employer.