

# STATE OF CALIFORNIA

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COURT OF APPEAL, SECOND APPELLATE DISTRICT  
300 South Spring Street  
Los Angeles, CA 90013  
[www.courts.ca.gov/careers](http://www.courts.ca.gov/careers)

**JOB TITLE:** Law Clerk

**LOCATION:** Los Angeles, CA

## OVERVIEW

Associate Justice Lamar Baker of the California Court of Appeal, Second Appellate District, Division Five, is currently accepting applications for the position of Law Clerk. This role offers a unique blend of legal editing and clerical responsibilities while providing an excellent opportunity to enhance research, analytical, and writing skills.

## RESPONSIBILITIES

- Edit draft opinions, ensuring the accuracy of record references and legal citations.
- Conduct legal research and writing for appellate opinions, pending motions, and other matters.
- Oversee all stages of case preparation and maintain organized case files.
- Provide administrative and clerical support to Justice Baker and his research attorneys, including preparing appellate opinions for circulation, filing legal documents, managing case deadlines, and scheduling meetings.
- Assist with special legal, clerical, or administrative projects as needed.

## QUALIFICATIONS

### Education and Experience:

Admission to the State Bar of California and one year of administrative or clerical experience. Participation in the California Provisional Bar Licensing Program may be substituted for Admission to the State Bar of California per the terms and conditions and within the time frame of that program.

### Licenses and Certificates:

- Admission to the State Bar of California.

Admission to the State Bar of California. (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](http://www.courts.ca.gov/careers).

The following items are required.

- Completed online application
- Cover letter
- Resume

- Writing Sample
- Law School Transcript (unofficial is acceptable)

The anticipated start date for the position is a mutually agreeable date in October 2024. Please apply early because interviews will be scheduled on a rolling basis until the position is filled.

### **SALARY**

Law Clerk: \$5,883 - \$7,148 per month  
(starting salary will be between \$5,883 and \$6,471)

### **BENEFITS**

- Health/Dental/Vision benefits
- 14 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
- Long Term Care
- Group Legal Plan

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