

# STATE OF CALIFORNIA

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**COURT OF APPEAL, THIRD APPELLATE DISTRICT**  
**914 Capitol Mall**  
**Sacramento, California 95814**  
[www.courts.ca.gov/careers](http://www.courts.ca.gov/careers)

**JOB TITLE:** Judicial Assistant to Appellate Justice- Third Appellate District

**LOCATION:** Sacramento, California

**JOB OPENING:** 6186

## **OVERVIEW**

The Court of Appeal, Third Appellate District, is accepting applications for a Judicial Assistant for the chambers of Associate Justice Aimee Feinberg. This position will perform varied, complex, and confidential paralegal, legal secretarial, and office administrative duties for an appellate court justice. The individual selected will be appointed at a level commensurate with their qualifications.

## **RESPONSIBILITIES**

- Edits, proofreads, and reviews opinions and court orders for correctness with respect to grammar, spelling, punctuation, content, and organization; conforms opinions and orders to uniform style using the California Style Manual;
- Calendars cases for oral argument;
- Prepares final opinions by checking facts referenced against all documents from the clerk's and reporter's transcripts, administrative record, exhibits, and correspondence; verifies and Shepardizes legal authorities cited using resources found in the law library and computer databases such as state and federal reporters, state and federal statutes, citators, textbooks, handbooks, restatements, and legislative intent materials;
- Transmits opinions and modifications to Reporter of Decisions; communicates with Reporter of Decisions regarding stylistic requirements and content of opinions; proofreads and carefully inspects galley proofs of all published opinions for complete accuracy;
- Tracks cases; maintains, updates, and generates administrative reports; prepares materials for oral argument; performs other administrative tasks;
- Maintains and updates chambers library;
- Organizes and routes work, sets priorities, and follows up to ensure coordination and completion of assigned work; exercises skill in setting priorities that accurately reflect the importance of assigned responsibilities; trains backup support staff; works closely with Clerk's Office and file room staff to ensure that materials are received and sent out in timely fashion.
- Drafts correspondence and routine orders for review; independently initiates specified correspondence for signature by appropriate staff.

## **QUALIFICATIONS**

Equivalent to six (6) years of legal secretarial experience, including four (4) years of technical legal research. OR Bachelor's degree and two (2) years of legal secretarial experience, including technical legal research.

*Additional directly related experience and/or college-level coursework may be substituted on a year-for-year basis for either of the paths outlined above.*

OR One (1) year as a Judicial Assistant OR two (2) years as a Deputy Clerk OR three (3) years as a Lead Judicial Secretary or Assistant Deputy Clerk III with the judicial branch.

*Equivalent years of experience performing the duties of a class comparable in the level of responsibility to the classes listed above in a California Superior Court or California state-level government entity also qualify.*

## **HOW TO APPLY**

To complete an online application, please visit [www.courts.ca.gov/careers](http://www.courts.ca.gov/careers) and search for **Job ID# 6186**.

The following items are required.

- Completed online application
- Cover letter
- Resume

Application packages are due no later than Friday, April 12 midnight.

## **PAYMENT & BENEFITS**

Salary Range: \$6,283 to \$7,638 per month

Some highlights of our benefit package include:

- Health/Dental/Vision benefits
- 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 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, Third Appellate District is an Equal Opportunity Employer.**