



STATE OF CALIFORNIA

COMMISSION ON JUDICIAL PERFORMANCE
455 Golden Gate Avenue, Suite 7440 San Francisco, California 94102
(415) 557-1200 Website: www.cjp.ca.gov

JOB ANNOUNCEMENT

POSITION: Intake Attorney (Senior Attorney II)

SALARY: \$8,050 - \$10,232

JOB OPENING: 5304

THE COMMISSION ON JUDICIAL PERFORMANCE

The Commission on Judicial Performance is the independent state agency responsible for investigating complaints of judicial misconduct and for disciplining state court judges.

RESPONSIBILITIES

The intake attorney reviews and evaluates incoming complaints against California judges and performs legal and factual research, as necessary. Duties include interviewing complainants and other potential witnesses; obtaining and reviewing court filings and documents; preparing evaluative reports on judicial misconduct complaints; drafting correspondence; and handling telephone inquiries regarding complaints.

MINIMUM QUALIFICATIONS

California State Bar membership and a minimum of two years of post-bar experience; outstanding research, analytical, and writing skills; mature and sound judgment; ability to set priorities, and handle cases efficiently; work independently, but with close supervision of final work product; and maintain confidentiality and exercise discretion. Experience in civil or criminal practice and a federal or state judicial clerkship are desirable.

TO APPLY

Our official application must be completed thoroughly in order to be considered. In addition, this position requires submission of a resume, a letter expressing your interest in, and highlighting any experience that you deem particularly relevant to this position; and a writing sample of 1,000 words or fewer. This position will remain open until filled; however, for earliest consideration, please apply by March 12, 2021.

To complete the online application, please visit our website at <https://www.courts.ca.gov/careers> and search for Job ID# 5304.

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.

Please note: If you are selected for hire, the Commission on Judicial Performance will require verification of employment eligibility or authorization to work legally in the United States.

PAY AND BENEFITS

Salary range: \$8,050 - \$10,232 per month

The Commission on Judicial Performance offers a comprehensive benefits package that includes:

- 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

**THE COMMISSION ON JUDICIAL PERFORMANCE IS
AN EQUAL OPPORTUNITY EMPLOYER**