**STATE OF CALIFORNIA**

**COMMISSION ON JUDICIAL PERFORMANCE**

**455 Golden Gate Avenue, Suite 14400 San Francisco, California 94102**

(415) 557-1200 Website: [www.cjp.ca.gov](http://www.cjp.ca.gov)

**JOB ANNOUNCEMENT**

### POSITION: Intake Attorney (Senior Attorney II)

**SALARY: $8,453 - $10,744**

**JOB OPENING: 5557**

# 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 April 22, 2022.

To complete the online application, please visit our website at <https://www.courts.ca.gov/careers> and search for Job ID# 5557.

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: $8,453 - $10,744per 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