

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



POSITION: Legal Assistant to Staff Counsel II

SALARY: \$5,080 - \$6,172 per month

JO #: 5840

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 judges.

RESPONSIBILITIES

This position provides clerical, legal secretarial, and administrative support to staff counsel and the commission office, including typing, editing, and proofreading documents; establishing and maintaining hard copy and electronic files and records, scanning documents, and data entry; and assisting with preparation for commission meetings. This position also provides other office support work as required, including furnishing information to the public and complainants, and screening and processing incoming mail and complaints in accordance with detailed procedures. This position requires adhering to strict confidentiality guidelines.

MINIMUM QUALIFICATIONS

Equivalent of a high school education and two years of general secretarial or legal processing experience. Additional directly related college-level education may be substituted for the experience on a year-for-year basis.

KNOWLEDGE AND ABILITIES

Knowledge of Microsoft Word and standard administrative office practices and procedures, including filing, business letter writing, and the standard format for correspondence and other documents; and correct business English, including spelling, grammar and punctuation.

Ability to communicate effectively and professionally in English, verbally and in writing, with attorneys, judges, commission staff, and the public; operate standard office equipment, such as personal computers, multi-line telephones, copiers, scanners, and fax machines; use standard and custom computer applications; perform detailed work with a high degree of accuracy; establish and maintain hard copy and electronic files and records; accurately type and transcribe; and maintain confidentiality and exercise discretion.

TO APPLY

This position requires completion of an application form, a resume, and a letter, expressing your interest in and highlighting any experience that you deem particularly relevant to this position. Please apply by February 21, 2023. ***This position will remain open until filled.***

Request a printed application from:

Commission on Judicial Performance
455 Golden Gate Avenue, Suite 14400
San Francisco, California 94102
(415) 557-1200
(415) 865-4272 Telecommunications Device for the Deaf

Or, see website at <http://www.courts.ca.gov>.

PAY AND BENEFITS

Salary range: \$5,080 - \$6,172 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

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