

The State Bar of California
Moral Character Analyst
Office of Admissions
Salary Range: \$66,132 - \$87,276

The State Bar of California is an administrative arm of the California Supreme Court charged with protecting the public and seeking to improve the justice system for over 85 years.

The Office of Admissions is responsible for determining the qualifications of applicants for admission to the State Bar. The Moral Character Unit, a department within this office, is responsible for conducting background investigations on admissions applicants.

The Moral Character Analyst investigates and conducts background checks on admissions applicants; and prepares reports which clearly and concisely articulate the relevant findings of particular background investigations. In addition to proven investigation, analytical and writing skills, the successful candidate will also need to possess excellent organizational and time management skills, must be suited to working in a team environment, and must communicate effectively with applicants and the public. A respect for confidentiality is essential.

Seeking a skilled professional to conduct background investigations on applicants seeking admission to practice law in California. The successful candidate will possess a Bachelor's degree with experience conducting background investigations and analysis of research results. Excellent writing and report writing skills, and thorough knowledge and experience using investigation tools such as Choice Point and LexisNexis.

The State Bar of California offers a unique compensation package including competitive salary, ideal work hours, health insurance, generous paid holidays, vacation/sick, CalPERS Retirement, 457b saving plan, parking and ride share subsidy, and more.

Applicants can express their interest by mailing a cover letter, resume, and an employment application to the address below. Obtain employment applications at our website here:

<http://calbar.ca.gov/AboutUs/Jobs/SanFrancisco/General.aspx>

The State Bar of California
Office of Human Resources
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