

U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	Personal Assistant To the Honorable Ronald M. Gould
LOCATION:	Seattle, WA
HOURS:	Full-time, 40 hours/week
TERM:	One year term <i>May be extended based on performance and budget.</i>
CLASSIFICATION LEVEL/SALARY:	JS 9 (\$49,573/year)
STARTING DATE:	May 25, 2009
CLOSING DATE:	Open until filled <i>(Priority consideration given to applications received by April 24, 2009)</i>

ABOUT THE COURT

The Ninth Circuit Court of Appeals hears appeals from the district courts located within its circuit, as well as appeals from decisions of federal administrative agencies. The Court has approximately 500 employees in multiple locations throughout the western U.S. Main court offices are located in San Francisco, with divisional offices in Pasadena, Seattle and Portland. For more information about the federal court system, please visit: <http://www.uscourts.gov/>

POSITION OVERVIEW

This is an excellent position for a college graduate interested in applying to law school who wants to take a year or two off while gaining experience in a court setting. You will be the personal assistant to a federal circuit judge with very limited mobility. This position requires patience and a pleasant demeanor; excellent typing and spelling skills; the ability to listen well and follow directions; and a desire and ability to help the Judge meet the physical challenges of his daily office routine.

REPRESENTATIVE DUTIES

- Retrieve research materials, turn pages for the Judge as he reads, assist in highlighting and editing.
- Type the Judge's emails; prepare executive correspondence, legal documents and other materials, including the Judge's case preparation memos and a summary of cases for calendar preparation from his dictation.
- Open the Judge's mail and distribute slip opinions.
- Open boxes with briefs, organize briefs and other papers for the Judge and law clerks; make notebooks and files for the Judge.
- Formulate charts to assist the Judge in assigning case work to law clerks.
- Ensure calendar box is kept up to date.
- Print and distribute pre-publication reports and put into bench notebooks.
- File documents, briefs, correspondence and emails in the Judge's bench notebooks and work files; perform library filing to keep library current.
- Copy articles designated by the Judge for his legal subject matter notebooks.

QUALIFICATIONS

- High school graduation or equivalent
- At least two years of general work experience; 1 year of specialized experience
- Proficiency with email and Windows-based applications
- Excellent communication skills and ability to follow specific directions
- Demonstrated reliability, flexibility, and the ability to effectively prioritize tasks
- Ability to type 50 wpm accurately

PREFERRED QUALIFICATIONS

- A bachelor's degree may be substituted for two years of general experience.
- Education in a legal or paralegal curriculum may be substituted for up to two years of specialized experience.
- Ability to take dictation.

BENEFITS

- Up to 13 days of paid vacation for the first three years, increasing with tenure thereafter; 13 sick days per year
- 10 paid holidays per year
- Federal health and life insurance plans available
- Optional participation in a tax-advantaged Flexible Spending Plan
- Participation in the Federal Employees Retirement System
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- Mass transit subsidy

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen, or a citizen of a country with a defense treaty with the U.S. who is eligible to work in the U.S. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. Employees will be hired provisionally pending the results of a background investigation and fingerprinting, and are subject to a probationary period. Employees are subject to the Judicial Code of Conduct. Direct deposit of pay required. This position may be subject to a typing test.

APPLICATION INSTRUCTIONS

Please submit a resume and a detailed cover letter which clearly demonstrates why you are the best person for this position, along with 3 references to:

HR@ca9.uscourts.gov (Please include job code **GPA_09** in the subject line).

To ensure consideration, please submit these materials by **April 24, 2009**. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice.

The U.S. Court of Appeals for the Ninth Circuit is an Equal Opportunity Employer