

# UNITED STATES COURT OF APPEALS FOR THE NINTH CIRCUIT

## VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	Staff Attorney
<b>CLASSIFICATION/SALARY:</b>	\$79,781 (Classification Level 28)
<b>LOCATION:</b>	San Francisco, CA
<b>TERM:</b>	1 year (subject to renewal based on budget and performance)
<b>CLOSING DATE:</b>	Open until filled

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### POSITION SUMMARY

The Ninth Circuit Court of Appeals has one-year term openings for staff attorneys in the Research Unit and the Motions Unit of the Office of Staff Attorneys. Staff attorneys report to the Chief Deputy via a supervising staff attorney and provide substantive legal analysis, advice and assistance on appeals pending before the Court and on other court-related legal issues.

Representative duties include:

- Review district court and agency records, parties' briefs, motions and other documents filed on appeal, conduct in-depth legal research, and analyze relevant issues.
- Prepare draft orders or dispositions explaining the factual and legal bases for deciding motions or appeals.
- Appear before three-judge panels and orally submit recommended orders or disposition for ready motions or appeals.
- Analyze motions for reconsideration or petitions for rehearing, and recommend disposition to three-judge panels.
- Process emergency and other time sensitive matters in expedited manner for presentation to judges.
- Respond to public inquiries and requests for information or assistance from judges or other court staff.
- Meet court standards for quality, quantity and timeliness of case work.

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### REQUIRED QUALIFICATIONS

- Minimum of 1 year post-JD legal work experience; two years preferred.
- Advanced ability to comprehend and apply a wide range of legal concepts, principles, and practices.

- Advanced ability to conceptualize complex legal problems and solutions and articulate them clearly, succinctly and effectively, both orally and in writing.
- Advanced ability to receive and apply instruction and to progress to a level of professional independence at which less supervision is required.
- Computer proficient. Advanced ability to use computer-assisted legal research services.
- Advanced ability to self-manage workload, to take increasing responsibility for work product, to be self-motivated, to respond quickly to expedited matters, to meet deadlines, and to accommodate demands for increased productivity.

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### **PREFERRED QUALIFICATIONS**

- Admission to practice before the highest court of any American state, commonwealth, territory, or possession
- Federal court experience
- Immigration or habeas experience

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### **BENEFITS**

- 10 paid holidays; 13 paid vacation days; 13 sick days accrued per year
- Federal retirement plan plus optional participation in Thrift Savings Plan (similar to a 401K)
- Optional participation: Choice of federal health plans, Federal Employees Group Life Insurance, Flexible Benefits Program (health and dependent care), Commuter Benefit Program, Long-Term Care Insurance and private Long-Term Disability plan.

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### **CONDITIONS OF EMPLOYMENT**

- Applicant must be a U.S. citizen or a resident alien who is from a country that has a defense treaty with the U.S. and is eligible to work in the U.S.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees must abide by the Judicial Code of Conduct.
- Positions with the U.S. Courts are excepted service appointments, and thus are at will and can be terminated at any time with or without cause.
- Direct deposit of pay is required.

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### **APPLICATION INFORMATION**

Please submit cover letter, resume, 3 professional references, and unofficial copy of transcripts to: [HR@ca9.uscourts.gov](mailto:HR@ca9.uscourts.gov) and include job code **SA-INT09** in the Subject line.

**The U.S. Court of Appeals for the Ninth Circuit values diversity.  
We are an Equal Opportunity Employer.**