

U. S. Court of Appeals for the Ninth Circuit

VACANCY ANNOUNCEMENT

POSITION: **JUDICIAL ASSISTANT**
to the Honorable Sandra S. Ikuta, U.S. Circuit Judge

LOCATION: Pasadena, California

SALARY: JSP Grade 9 \$51,805 - \$67,346
JSP Grade 10 \$57,050 - \$74,163
JSP Grade 11 \$62,678 - \$81,476
depending on qualifications and salary

CLOSING DATE: Position Open Until Filled

START DATE: January 18, 2010 or as agreed

ABOUT THE COURT

The Ninth Circuit Court of Appeals hears federal appeals from the district and bankruptcy courts located within its circuit, as well as federal administrative agencies. Appellate courthouses are located in Portland, Seattle, Pasadena and San Francisco. For more information about the federal court system, please visit: <http://www.uscourts.gov>. For more information about the Ninth Circuit Court of Appeals, please visit: <http://www.ca9.uscourts.gov>.

POSITION OVERVIEW

Judge Ikuta's chambers are located in the Richard H. Chambers federal courthouse in Pasadena. The judicial assistant (JA) is the only permanent staff member in the judge's chambers, and will work closely with the judge to ensure a smoothly running office. The position requires both administrative and paralegal skills; although the nature of the position may evolve over time, as presently conceptualized, it will involve approximately 60% administrative and 40% legal responsibilities.

The paralegal/legal responsibilities for this job will evolve depending on the JA's interests and abilities. At a minimum, the JA will be responsible for drafting motions and orders for pending cases, cite checking bench memos and opinions, and selecting materials for and assembling bench books. In addition, the JA will be encouraged to develop the legal expertise needed to conduct research and draft research memos to assist the judge and law clerks.

As the administrative office manager, the JA will have overall responsibility for running the office efficiently and assisting the judge in completing a range of necessary administrative tasks. These administrative responsibilities include tracking the judge's workload from the initial assignment of a case through its completion, preparing court-required information regarding the status and disposition of pending cases, preparing documentation related to the hiring and termination of law clerks, ordering and returning district court records, and maintaining office functionality (from getting the heaters fixed to ordering office supplies).

The JA is also responsible for the administrative aspects of preparing the judge for calendar, including preparing case calendars and checklists, making travel arrangements, shipping required materials to and from the city where the judge is sitting, preparing expense reports, and maintaining the judge's reimbursement bank account. Because the judge wishes to streamline and automate these functions to the extent feasible, she welcomes suggestions and will work with the JA to implement more efficient approaches.

REQUIREMENTS

- College degree
- Interest in law
- Demonstrated organizational and administrative skills
- Computer proficiency with word processing, email, legal research and data entry
- Excellent command of English grammar and spelling

- **For grade JS 9:** 2 years of general work experience, plus 4 years of specialized work experience (legal, paralegal or law office work)*

- **For grade JS 10:** 2 years of general work experience, plus 5 years of specialized work experience (legal, paralegal or law office work)*

- **For grade JS 11:** 2 years of general work experience, plus 6 years of specialized work experience (legal, paralegal or law office work)*

- *A college degree may be substituted for general work experience; legal or paralegal training may be substituted for up to 2 years of specialized work experience.

- Given the importance of this role in the judge's chambers and the amount of training involved, applicants must be willing to make a minimum of a two to three-year commitment to the position.

BENEFITS

- 10 paid holidays per year; up to 13 days of paid vacation for the first three years, increasing with tenure thereafter; 13 sick days accrued per year.
- Choice of a variety of employer-subsidized federal health and life insurance plans. Optional dental, vision, long-term disability and long-term care coverage.
- Flexible spending account allows you to pay uncovered health and dependent care expenses with tax-free dollars.
- Federal retirement system and optional employer-matching Thrift Savings Plan (similar to a 401K).
- Mass transit subsidy.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or eligible to work in the United States. Positions with the U.S. Courts are at will, and can be terminated with or without cause by the Court. Employees are hired provisionally pending the results of a background investigation and fingerprinting. One-year probationary period. Employees are subject to the Judicial Code of Conduct. Direct deposit of pay required.

TO APPLY

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:

IJA@ca9.uscourts.gov

To ensure consideration, please submit these materials by November 30, 2009. Only candidates selected for an interview will be notified.

The U.S. Court of Appeals is an Equal Opportunity Employer