

# U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

## VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	<b>Paid Internship - Procurement</b>
<b>LOCATION:</b>	San Francisco, CA
<b>CLASSIFICATION LEVEL/SALARY:</b>	CL 22/1 (\$29,022)
<b>TERM:</b>	One year term, may be extended based on performance and budget
<b>CLOSING DATE:</b>	Open until filled <i>(Priority given to applications received by December 4, 2009)</i>

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### ABOUT THE COURT

The Ninth Circuit Court of Appeals hears appeals from the 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/>

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### POSITION SUMMARY

This is an excellent position for a recent college graduate, “jack of all trades,” who has a clean driving record, can drive a van, can lift up to 65 lbs., and wants to learn about court operations. The position reports to the Procurement Supervisor and is located in the Procurement Department of the Clerk’s Office in San Francisco, one block from the Civic Center BART/Muni station. Integrity, accountability, flexibility and customer service are key components of this job. During “court weeks,” when cases are heard by the judges, the intern may be required to work past 6:00 p.m.

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### REPRESENTATIVE DUTIES

- Receive, inventory, stock and deliver office supplies and furniture.
- Receive, sort and process mail.
- Set up courtrooms and space (including chairs, TVs, etc.) and assist with in-house moves and furniture installation.
- Light handiwork: Hang pictures/clocks, replace bulbs, assemble shelving and other items.
- Court vehicle: report mileage, take for preventive maintenance, provide occasional shuttle service to judges.
- Research and find products on the internet to fill requests.
- Troubleshoot and maintain office equipment; read usage meters and enter readings in a spreadsheet
- Other duties as assigned.

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## QUALIFICATIONS

- High school graduation or equivalent, plus two years of general experience. College degree may be substituted for the two years of general experience.
- Proficiency with email and ability to work in Windows-based applications
- Working knowledge of tools, jacks and dollies
- Ability to follow specific directions and effectively organize requisitions
- Requires heavy lifting (65 lbs) and California driver's license with clean driving record
- Organized and attentive to detail.

## HIGHLY PREFERRED QUALIFICATIONS

- College degree
- Prior experience with inventory, purchasing and office machines (faxes, copiers).

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## BENEFITS

- On-site gym and café
- 10 paid holidays per year
- 13 paid vacation days per year for less than three years of service; 20 days for 3-15 years
- 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; Long-Term Disability plan
- Mass transit subsidy

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## CONDITIONS OF EMPLOYMENT

Employees must be U.S. citizens or eligible to work in the United States. 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 are hired provisionally pending the results of a background investigation. Employees agree to adhere to the Judicial Code of Conduct. One-year probationary period. Direct deposit of pay required.

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## APPLICATION INFORMATION

Please submit a cover letter, detailed resume and 3 references.

Email to: [PI@ca9.uscourts.gov](mailto:PI@ca9.uscourts.gov) Please include PI-INT in the subject line.

To ensure consideration, please submit your application by **December 4, 2009**.

Only applicants selected for an interview will be notified. Unsuccessful applicants will not receive notice.

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