



UNITED STATES COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	STAFF ATTORNEY
CLASSIFICATION/SALARY:	\$81,460 (Classification Level 28)
LOCATION:	San Francisco, CA
TERM:	1 year (subject to renewal based on budget and performance)
CLOSING DATE:	Open until filled

ABOUT THE COURT

The Ninth Circuit Court of Appeals is one of 12 regional federal courts. Circuit courts hear appeals from the district courts located within their circuit, as well as appeals from decisions of federal administrative agencies. Headquartered in San Francisco with courthouses in Pasadena, Seattle and Portland, the Court serves nine western states, Guam and the Mariana Islands. 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 SUMMARY

The Court has one-year term openings for staff attorneys in the Research and Motions Units 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.

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.

PREFERRED QUALIFICATIONS

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

BENEFITS

- 10 paid holidays; 13 paid vacation days; 13 sick days accrued per year
- Federal retirement plan plus optional participation in the 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. Mass transit subsidy available.

CONDITIONS OF EMPLOYMENT

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

APPLICATION INSTRUCTIONS

Applications are accepted through the U.S. Court’s online application system for law clerks and attorneys: **OSCAR.uscourts.gov**

- Click on the **Registration** tab at the top of the page to create a login.
- Create a **profile**, then click on **Search for Positions/Staff Attorneys**.
- Scroll down and click on **9th Circuit**.
- Click on **Position Details**.
- Scroll to the bottom right and click on **Build Application**.

Due to the volume of applications received, only those individuals invited for an interview will receive notice. Applicants selected for interviews must travel at their own expense. The Court may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible. The Court reserves the right to modify the conditions of this position announcement or to withdraw the announcement, which may occur without prior written notice.

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