



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

## VACANCY ANNOUNCEMENT

---

<b>POSITION:</b>	<b>HUMAN RESOURCES - PAID INTERNSHIP</b>
<b>LOCATION:</b>	San Francisco, CA
<b>CLASSIFICATION LEVEL/SALARY:</b>	CL 22/1 (\$29,645)
<b>TERM:</b>	1 year appointment
<b>CLOSING DATE:</b>	Open until filled <i>Priority consideration given to applications received by <b>June 23, 2010.</b></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 47 judges and 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/> For more information about the Ninth Circuit Court of Appeals, please visit: <http://www.ca9.uscourts.gov> The San Francisco courthouse is conveniently located in a beautiful historic building one block from the Civic Center BART/Muni station.

---

### POSITION OVERVIEW

This is an excellent opportunity to gain experience in the Human Resources field. The position reports to the Human Resources Manager and provides general office support to all team members, with specific emphasis on administrative work associated with recruitment and benefits. The court has a high level of employee turnover due to term employment limits, especially July through October. The ideal candidate will be cheerful under pressure, detail oriented and highly organized, and proactive. The ability to work as an integral part of a team by anticipating needs, offering help and taking direction are also key attributes. Confidentiality and discretion are a must.

---

## REPRESENTATIVE DUTIES

- Greet visitors and employees, answer main Human Resources phone line, and respond to general inquiries such as employment verification requests.
- Coordinate all administrative tasks and general workflow associated with incoming and outgoing employees such as creating orientation and exit packets for new and departing employees, developing orientation agendas, notifying all affected parties within the Court, and tracking required paperwork.
- Post vacancies; maintain recruitment files; schedule interviews, greet interviewees
- Create and maintain new employee files.
- Copy, fax and ship materials as needed.
- Perform other duties as assigned.

---

## QUALIFICATIONS

- High school graduation or equivalent; college degree preferred.
- Proficiency with email, Windows and standard office applications.
- Prior office experience using equipment such as copiers, scanners and fax machines.
- Data entry experience.
- Excellent customer service skills.
- Superior verbal and written communication skills.
- Ability to take direction well.
- Demonstrated reliability, flexibility, and the ability to effectively prioritize tasks.

---

## BENEFITS

- Vacation days accrue up to 13 days per year; 13 sick days accrued per year; 10 holidays.
- Choice of a variety of employer-subsidized federal health and life insurance plans; Flexible benefits program; Optional dental, vision, long-term disability and long-term care coverage.
- Participation in the Federal retirement system.
- Optional participation in employer-matching defined contribution plan (similar to a 401K).
- Public transit subsidy.

---

## CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or resident alien from a country that has a defense treaty with the U.S. and must be eligible to work in the U.S. 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 and fingerprinting, and are subject to a probationary period. Employees agree to abide by the Judicial Code of Conduct. Direct deposit of pay required.

---

## TO APPLY:

Please submit a resume with **detailed** cover letter which clearly demonstrates why you are the best person for the job, along with 3 references to: [HRI@ca9.uscourts.gov](mailto:HRI@ca9.uscourts.gov) To ensure consideration, please submit these materials by June 23, 2010. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice.

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