



U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	Case Manager, Motions Unit
LOCATION:	San Francisco, CA
CLASSIFICATION LEVEL/SALARY RANGE:	CL 23 (\$36,711 - \$45,539) CL 24 (\$40,673 - \$50,434) CL 25 (\$44,917 - \$55,703) <i>depending on qualifications</i>
TERM:	1 year
CLOSING DATE:	Open until filled <i>(Priority given to applications received by December 10, 2010)</i>

ABOUT THE COURT

The Ninth Circuit Court of Appeals hears federal 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 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 Court, please visit www.ca9.uscourts.gov

POSITION SUMMARY

This position is located in the Office of Staff Attorneys and reports to the supervising attorney of the Motions Unit. Primary responsibilities include reviewing and assigning incoming motions and other filings, obtaining files and records and tracking the status of cases for a large group of attorneys, answering phones, docketing orders, and updating and maintaining databases. The case manager also generates reports, communicates case status with judges, other court units and the public, and ships case materials to other court locations as needed. The position involves heavy data entry and some heavy lifting. Timeliness and accuracy are a must. Legal background desired. This position involves a high volume of contact with the public and court staff. It also involves the ability to analyze documents in light of the rules and practices of the court to determine where and how they should be processed. Patience and the ability to communicate clearly and succinctly are highly valued.

QUALIFICATIONS for CL 23

- High school diploma
- At least two years of general work experience in an administrative support position requiring heavy data entry and data manipulation (preferably in a legal environment)

- Demonstrated ability to multi-task and effectively prioritize work assignments
- Strong customer service ethic
- Excellent written and oral communication skills
- Ability to take direction from multiple sources; flexible, team-oriented

QUALIFICATIONS for CL 24

All of the qualifications of level CL 23 **plus**:

- One year of legal work experience
- General knowledge of court procedures, practices and related documents; ability to take appropriate actions with these documents consistent with applicable federal and local rules
- Prior experience with Access database
- Ability to analyze data
- Paralegal training and/or college degree
- Experience providing support to a large group (20 or more people)

QUALIFICATIONS for CL 25

All of the qualifications for CL 24 **plus**:

- Two years of legal work experience
- Prior court experience
- Working familiarity with the Federal Rules of Appellate Procedure and Ninth Circuit Rules
- Ability to perform the duties of the job independently, with minimal supervision

BENEFITS

- Up to 13 days of paid vacation for the first three years, increasing with tenure thereafter; 13 sick days accrued per year
- 10 paid holidays per year
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Optional long-term disability and long-term care insurance
- Optional participation in a pre-tax Flexible Spending Plan
- Participation in the Federal Employees Retirement System
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- Mass transit subsidy (dependent on budget)

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen, or a permanent resident seeking citizenship. 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 will be hired provisionally pending the results of a background investigation and fingerprinting. Direct deposit of pay required.

APPLICATION INSTRUCTIONS

Please submit a detailed cover letter and resume which clearly describe how you meet the above listed requirements and qualifications, along with 3 references to: CM@ca9.uscourts.gov.

To ensure consideration, please submit these materials by **Friday, December 10, 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