



U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	Administrative Intern - Calendar Unit
LOCATION:	San Francisco, CA
CLASSIFICATION LEVEL/SALARY:	CL 22/1 (\$29,645)
TERM:	1 year term with full benefits <i>(Renewable dependent on performance and budget)</i>
CLOSING DATE:	Open until filled - <i>Applications received by December 22 will receive priority consideration</i>

ABOUT THE COURT

The Ninth Circuit Court of Appeals hears appeals from the courts located within its circuit, as well as appeals from decisions made by 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. The San Francisco courthouse is conveniently located one block from the Civic Center BART/Muni station.

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 DESCRIPTION

This is an excellent opportunity for a college graduate interested in the legal field who wants to become familiar with court operations. This position is located in the Clerk's Office and reports to the Calendar Supervisor. The Calendar Unit is responsible for setting the Court's hearing schedule and for providing judges with necessary case materials. Representative duties include data entry, copying, scanning, faxing, proofing, responding to requests from judges and attorneys, sending notices to attorneys, reviewing case materials for potential recusal issues, shipment of case materials and assisting others as needed. The successful candidate will have a cheerful, professional demeanor and enjoy working within a diverse team environment. This is **not** a legal or research position.

REQUIRED QUALIFICATIONS

- High school diploma (Bachelor's degree preferred)
- Proficiency with email, Windows applications and Adobe Acrobat (pdfs)
- Excellent organizational skills, communication skills and attention to detail
- Strong customer service ethic; demonstrated initiative
- Ability and willingness to follow specific directions and work as part of a team
- Demonstrated reliability and flexibility; must be able to effectively prioritize tasks
- Heavy lifting (65 lbs.)

PREFERRED QUALIFICATIONS

- B.A. with a major in the social sciences; 3.5 grade average
- Familiarity with legal concepts and documents
- Prior legal work experience

BENEFITS

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

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or a permanent resident in the process of applying for citizenship. 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, and are subject to a probationary period. Direct deposit of pay required.

TO APPLY

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

To ensure consideration, please submit these materials by Wednesday, December 22, 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