



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

## VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	<b>Legal Administrative Assistant</b>
<b>LOCATION:</b>	<b>San Francisco, CA</b>
<b>CLASSIFICATION LEVEL/SALARY:</b>	<b>CL 22/1 (\$29,645)</b>
<b>TERM:</b>	<b>1 year</b> <i>(Renewable dependent on performance and budget)</i>
<b>CLOSING DATE:</b>	<b>Open until filled</b> - <i>Applications received by May 9, 2011 will receive priority consideration</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 made by federal administrative agencies. The Court has 46 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 one block from the Civic Center BART/Muni station.

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### POSITION DESCRIPTION

This is an excellent opportunity for a college graduate interested in a legal career who wants to become familiar with court operations. This position is located in the Office of Staff Attorneys in San Francisco. Representative duties include data entry, report generation, docketing, shipment of case materials, and responding to requests from judges and attorneys. Timeliness, accuracy, strong work ethic and sense of humor are critical. Fast-paced environment. Heavy lifting required. This is not a research or paralegal position.

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### QUALIFICATIONS

- High school diploma (Bachelor's degree preferred)
- Proficiency with email and Windows applications
- Excellent communication skills
- Strong customer service orientation; 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.)

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## PREFERRED QUALIFICATIONS

- BA with a major in the social sciences; 3.5 grade average
- Familiarity with legal concepts and documents
- Administrative experience in a legal setting

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## BENEFITS

- 10 paid holidays per year; 13 sick days accrued per year
- Up to 13 days of paid vacation days per year for the first three years of service; increasing with tenure thereafter
- 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 Health and Dependent Care Reimbursement Accounts
- Participation in the Federal Employees Retirement System
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- On-site gym and café
- Transit subsidy (budget dependent)

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## CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or a citizen of a country with a defense treaty with the U.S. who is eligible to work in the U.S. 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, and are subject to a probationary period. Direct deposit of pay required.

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## 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: [LIN@ca9.uscourts.gov](mailto:LIN@ca9.uscourts.gov)

To ensure consideration, please submit these materials by **Monday, May 9, 2011**. We will notify candidates who are selected for an interview. We will not notify applicants who are not selected.

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