



U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	HUMAN RESOURCES - PAID INTERNSHIP
LOCATION:	San Francisco, CA
SALARY:	\$29,645 (CL 22/1)
TERM:	1 year (renewable dependent on budget and performance)
CLOSING DATE:	Open until filled <i>Priority consideration given to applications received by June 28, 2011.</i>
START DATE:	July 1, 2011

GENERAL INFORMATION

A federal appellate court hears appeals from the courts located within its circuit, as well as appeals from decisions of federal administrative agencies. Our Human Resources team provides services to approximately 550 employees and judges in multiple locations throughout nine western states. Main court offices are located in San Francisco, with divisional offices in Pasadena, Seattle and Portland. The San Francisco courthouse is conveniently located in a beautiful historic building one block from the Civic Center BART/Muni station. For more information about the federal court system, please visit: <http://www.uscourts.gov/> To learn more about the Ninth Circuit Court of Appeals, please visit: <http://www.ca9.uscourts.gov>

POSITION OVERVIEW

This is an excellent opportunity for a recent college graduate to gain experience in the Human Resources field. The position reports to the Human Resources Manager and works with three other team members. You will be trained, mentored and treated as a full member of the team. Primary duties include providing general office support, assisting with recruitment and orientation activities, and working on special projects. In addition to an outgoing personality, the job requires strong analytical and organizational skills. The successful candidate will be cheerful under pressure and highly detail-oriented, with excellent follow-through. Flexibility, initiative, discretion, and the ability to work well with a wide variety of people are key attributes.

REPRESENTATIVE DUTIES

- General reception duties and office support: Greet visitors and employees; answer the main Human Resources phone line; direct calls and respond to inquiries.
- Perform administrative tasks and coordinate the workflow associated with incoming and departing employees such as creating orientation and exit packets; developing orientation agendas; making sure that all required paperwork has been completed by the employee; and working with other departments to ensure that phones and computers are set up and training has been scheduled.
- Assist the Human Resources Manager with recruitment coordination, document design and editing, data analysis and other special projects.
- Create and maintain employee files.
- Copy, fax and ship materials as needed.

QUALIFICATIONS

- College degree with 3.5 GPA strongly preferred.
- Professionalism, reliability, excellent customer service skills.
- Superior verbal and written communication skills.
- Proficiency with email, Windows, Internet and standard office applications. Some experience working with databases or spreadsheets would be a real plus.
- Familiarity with, and ability to use, standard office equipment (e.g. copier, scanner, fax).

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.
- Mandatory participation in the federal retirement system; optional participation in employer-matching defined contribution plan (similar to a 401K).
- Public transit subsidy (budget dependent).
- On-site gym and café.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or a permanent resident seeking citizenship. 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 one-year 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 how you meet the qualifications, along with 3 references to: HRI@ca9.uscourts.gov To ensure consideration, please submit these materials by **June 28, 2011**. 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