



U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	Mailroom Intern
LOCATION:	San Francisco, CA
CLASSIFICATION LEVEL/SALARY:	CL 22/1 (\$29,645)
TERM:	1 year
START DATE:	Immediately
CLOSING DATE:	Open until filled - Applications received by July 11, 2011 will receive priority consideration

ABOUT THE COURT

The Ninth Circuit Court of Appeals is one of 12 regional federal courts. Circuit courts hear appeals from the district courts located within their circuit, as well as appeals from decisions of federal administrative agencies. Headquartered in San Francisco with courthouses in Pasadena, Seattle and Portland, the Court serves nine western states, Guam and the Mariana Islands. 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 one-year position would work well for a recent college graduate who wants to get a sense of federal appellate court operations. You will report to the Mailroom Supervisor and assist with a variety of duties as needed. Primary duties consist of processing the daily incoming and outgoing mail for the San Francisco headquarters, including opening, sorting and delivering mail. You'll also deliver case materials, supplies and equipment to staff and judges. Attire is business casual. Some driving is required (government van).

QUALIFICATIONS

- Excellent organizational skills
- Highly attentive to detail
- Ability to easily lift 50 or more pounds
- Valid drivers license; clean driving record
- Ability to operate office equipment (postage meter, copier, phones, faxes)
- Ability to follow directions consistently and follow up on requests
- Ability to operate a pallet jack

BENEFITS

- 13 accrued vacation days for the first three years of full-time employment. Increases with tenure thereafter.
- 10 paid holidays per year
- 13 sick days accrued per year (unlimited accruals)
- Subsidized medical coverage with pre-tax employee premiums
- Optional life, long-term disability and long-term care insurance
- Optional participation in health, dependent care and commuter reimbursement accounts
- Participation in the Federal Employees Retirement System
- Participation in the Thrift Savings Plan (similar to a 401K, with employer matching)
- Mass transit subsidy (budget dependent); one block to Civic Center BART station
- On-site gym

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 are hired provisionally pending the results of a background investigation and fingerprinting, and are subject to a one-year probationary period. Employees are subject to the Judicial Code of Conduct. Direct deposit of pay required.

TO APPLY

Please submit a resume, a detailed cover letter which clearly demonstrates how you meet the qualifications, and 3 professional references to: MR@ca9.uscourts.gov