



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

## VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	<b>Records Analyst</b>
<b>LOCATION:</b>	<b>San Francisco, CA</b>
<b>CLASSIFICATION LEVEL/SALARY:</b>	<b>CL 23 - 24 (\$36,711 - \$50,858)</b>
<b>TERM:</b>	<b>1 year</b> - <i>Renewable depending on budget and performance</i>
<b>CLOSING DATE:</b>	<b>Open until filled</b> <i>Priority consideration given to applications filed by August 31, 2011</i>

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### ABOUT THE COURT

The Ninth Circuit Court of Appeals is one of 12 regional federal courts. Circuit courts hear appeals from the district (trial) 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> The San Francisco courthouse is conveniently located one block from the Civic Center BART/Muni station.

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### POSITION DESCRIPTION

The Records Analyst works as part of a team to ensure that judges, the bar and the public receive accurate and complete case records in preparation for an appeal. The record consists of all case-related documents filed with the originating court, including the notice of appeal, motions, orders and decisions. The Records Analyst will identify, retrieve, manage and file records that may exist in either electronic or paper format; review those records for completeness; troubleshoot when the record cannot be located; and ensure timely delivery to the requestor. The Records Analyst also analyzes and documents procedures and best practices within the unit.

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### REPRESENTATIVE DUTIES

- Order records from the originating court and review for completeness. Order State-lodged documents. Enter data concerning the receipt, distribution and return of district court records. Distribute materials as needed.
- Prepare and file Orders requesting materials.
- Answer phone and email inquiries from judges, the bar and the public. Assist with troubleshooting the location and content of records.
- Maintain the unit's procedures manual..

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## **QUALIFICATIONS**

### **For Grade CL 23**

- College degree strongly preferred.
- Prior office experience in a legal setting.
- Ability to streamline procedures and processes.
- Ability to manage and prioritize workflow.
- Ability to work within and positively contribute to a team environment.
- Excellent written and oral communication skills.
- Strong organizational skills and attention to detail.

### **For Grade CL 24**

All of the above plus:

- One year of specialized experience at, or equivalent to, grade CL 23.
- Knowledge of how cases proceed through the court system. Knowledge of local court rules, practices, procedures, and forms. Knowledge of where to distribute documents. Knowledge of procedures for public access to court files.
- Skill and accuracy in making docket entries.

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## **BENEFITS**

- Vacation time accrues at a rate of 13 days per year the first three years; increasing with tenure thereafter.
- Sick days accrue up to 13 per year; 10 holidays.
- Choice of a variety of employer-subsidized federal health and life insurance plans. Dental and vision coverage available. Flexible spending account program.
- Optional long-term disability and long-term care insurance;
- Participation in both the Federal Employees Retirement System and the Thrift Savings Plan (similar to a 401K, with employer matching)
- Mass transit subsidy (budget dependent); court is located one block from Civic Center BART station
- On-site gym

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## **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 will be 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.

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## **TO APPLY**

Please submit a resume, a detailed cover letter which clearly demonstrates how you meet the qualifications, and 3 references to: [RAHR@ca9.uscourts.gov](mailto:RAHR@ca9.uscourts.gov) by August 31, 2011.

**The U.S. Court of Appeals for the Ninth Circuit is an Equal Opportunity Employer.**