

**U.S. Federal Courts
Summer Student Externship - Human Resources
(Job Announcement 12-04)**



The Office of the Circuit Executive for the United States Courts for the Ninth Circuit is accepting applications for one extern or volunteer student for our 2012 summer program. This is an unpaid position. Credits may be given as part of the school's clinical study or other academic programs where arrangements can be made with school faculty and administration. The student must be able to work 16-30 hours per week through the end of summer. Begin and end dates are flexible.

Organization: The Office of the Circuit Executive provides policy development, administrative, and staff support to: (1) the Ninth Circuit Judicial Council, a governing board of federal judges with jurisdiction over the federal courts of nine western states; (2) the Chief Circuit Judge; (3) the United States Court of Appeals for the Ninth Circuit; and, (4) as requested, to the federal courts within the Ninth Circuit. The Ninth Circuit, headquartered in San Francisco, is the largest federal circuit in the United States with jurisdiction over nine western states, Guam and the Northern Mariana Islands.

Duties: Under the supervision of the Assistant Circuit Executive for Human Resources and Secretary to the Circuit Executive, the incumbent provides administrative support for meeting planning activities which involves assisting in the dissemination of committee meeting information; maintaining committee and mailing databases; coordinating conference calls; organizing fax distributions; preparing and distributing mass mailings; typing documents and records; assembling binders and meeting materials; creating and printing name tags and labels; entering data; and assist in making travel arrangements. Maintains and organizes inventory of supplies and orders supplies as needed. Scans documents into document locator software as needed. Proofreads and edits correspondence and documents. Researches administrative questions. Provides reception services which involves answering the main office phone and meeting and greeting visitors.

Requirements: The successful candidate will be a high school graduate, college student or college graduate who has general knowledge of filing, telephone usage, record keeping, etc. Must have a commitment to regular attendance, maintain a positive and pleasant attitude, work well in a team environment, have a high level of energy, and must deal tactfully and effectively with the public while maintaining a high quality standard of work. Be willing to sign an "Acknowledgment of Gratuitous Services and Waiver for Uncompensated Employees" form.

TO APPLY: Mail, fax (415) 355-8901 or email to personnel@ce9.uscourts.gov a resume, transcript (official or unofficial), and short writing sample to:

Office of the Circuit Executive
U.S. Courts for the Ninth Circuit
P.O. Box 193939
San Francisco, CA 94119-3939
Attn: Human Resources

Deadline for submission of application materials is **Friday, March 16, 2012**, or until position is filled. For additional information on our organization, visit, www.ca9.uscourts.gov.

The United States Courts is an Equal Employment Opportunity Employer.