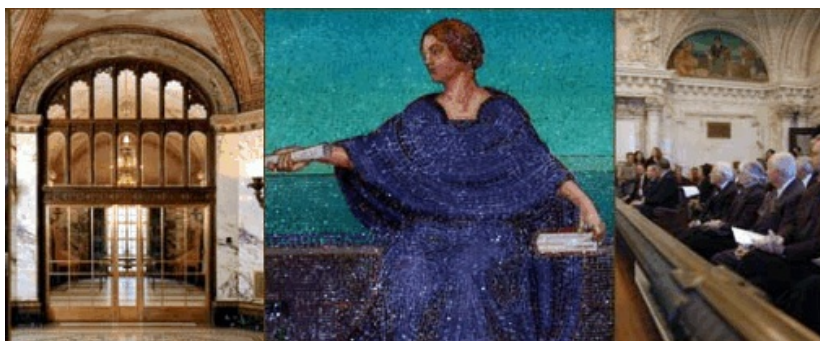


United States Court of Appeals for the Ninth Circuit



VACANCY ANNOUNCEMENT

POSITION: **JUDICIAL ASSISTANT**
to the Honorable Sandra S. Ikuta, U.S. Circuit Judge

LOCATION: Pasadena, California

SALARY:

JSP Grade 8	\$47,852 - \$62,203
JSP Grade 9	\$52,852 - \$68,702
JSP Grade 10	\$58,202 - \$75,667
JSP Grade 11	\$63,945 - \$83,126

depending on qualifications and salary

CLOSING DATE: Position Open Until Filled
Preference given to applications received by April 30, 2012

START DATE: June 18, 2012 or as agreed

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>.

POSITION OVERVIEW

Judge Ikuta's chambers are located in the Richard H. Chambers federal courthouse in Pasadena. The judicial assistant (JA) is the only permanent staff member in the Judge's chambers, and will work closely with the Judge to ensure the office runs smoothly. The position requires both administrative and paralegal skills. Although the nature of the position may evolve over time, as presently conceptualized, it will involve approximately 70% administrative and 30% legal responsibilities. A successful candidate must have a pleasant and positive attitude and be able to work well in a small office environment with a diverse and frequently changing cadre of lawyers.

As the administrative office manager, the JA will have overall responsibility for running the office efficiently and assisting the Judge in completing a range of necessary administrative tasks. These administrative responsibilities include tracking the Judge's workload from the initial assignment of a case through its completion, preparing reports regarding the status of pending cases, helping the Judge manage her involvement with various judicial committees and special events, and maintaining office functionality (from getting the office heaters fixed to coordinating technical assistance with computer issues).

The JA is also responsible for the administrative aspects of preparing the Judge for calendar, which includes organizing calendar materials, uploading electronic case materials onto the Judge's iPad, acquiring court records, making travel arrangements, shipping materials, preparing expense reports, and maintaining the Judge's business bank account. Because the Judge wishes to streamline and automate these functions to the extent feasible, she welcomes suggestions and will work with the JA to implement more efficient approaches.

The paralegal/legal responsibilities for this job will evolve depending on the JA's interests and abilities. At a minimum, the JA will be responsible for proof reading orders and dispositions, assisting law clerks with bench book assembly, as well as conducting research related to court rules and procedures.

REQUIREMENTS

- College degree
- Interest in law
- Demonstrated organizational and administrative skills
- Computer proficiency with word processing, email, legal research and data entry
- Familiarity with iPad/iPhone technology
- Excellent command of English grammar and spelling

- **For grade JS 8:** 2 years of general work experience, plus 3 years of specialized work experience (legal, paralegal or law office work)*
- **For grade JS 9:** 1 additional year of specialized work experience.*
- **For grade JS 10:** 2 additional years of specialized work experience.*
- **For grade JS 11:** 3 additional years of specialized work experience.*
- *A college degree may be substituted for general work experience; legal or paralegal training may be substituted for up to 2 years of specialized work experience.
- Given the importance of this role in the judge's chambers and the amount of training involved, applicants must be willing to make a minimum of a 2-3 year commitment to the position.

BENEFITS

- 10 paid holidays per year; up to 13 days of paid vacation for the first three years, increasing with tenure thereafter; 13 sick days accrued per year.
- Choice of a variety of employer-subsidized federal health and life insurance plans. Optional dental, vision, long-term disability and long-term care coverage.
- Flexible spending account allows you to pay uncovered health and dependent care expenses with tax-free dollars.
- Federal retirement system and optional employer-matching Thrift Savings Plan (similar to a 401K).
- Mass transit subsidy.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or eligible to work in the United States. Positions with the U.S. Courts 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. One-year probationary period. Employees are subject to the Judicial Code of Conduct. Direct deposit of pay required.

TO APPLY

Please submit a resume and a detailed cover letter which clearly demonstrates why you are the best person for this position, along with 3 references to: IJA@ca9.uscourts.gov by April 30, 2012. Only candidates selected to interview will be notified.

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