



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

## VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	<b>Help Desk Analyst - Electronic Case Filing and Case Management System</b>
<b>LOCATION:</b>	<b>San Francisco, CA</b>
<b>SALARY/CLASSIFICATION LEVEL:</b>	<b>CL 23</b> (\$36,711 - \$45,923) <b>CL 24</b> (\$40,673 - \$50,858) <b>CL 25</b> (\$44,917 - \$56,172) <i>The above ranges are starting salaries depending on qualifications. Potential salary growth with tenure. For internal applicants, this is a lateral transfer with promotion potential</i>
<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>Applications received by April 27, 2012 will receive priority consideration</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

This position provides technical and non-technical support for a web-based case filing and case management system (CM/ECF). The users of our services include both external users (typically attorneys and their staff who file cases electronically with the Court) and internal users (court staff who track and process cases as part of their job). The position requires a mix of technical and customer service skills, as well as the ability to understand and work within a highly-defined legal process. Prior experience with a web-based case management system preferred.

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### REPRESENTATIVE DUTIES

- Field incoming phone and email help requests from end users in a courteous manner.
- Prioritize and schedule help requests; escalate when necessary.
- Replicate, diagnose, troubleshoot and resolve problems.
- Identify and learn appropriate software and hardware used and supported by the organization. Keep up-to-date with changes in CM/ECF.
- Recommend changes to procedures to reduce repeat support issues.

- Assist in the maintenance of frequently asked questions lists.
- Perform edits and data fixes to correct mistakes.
- Perform other automation and CM/ECF-related duties as assigned.

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## **QUALIFICATIONS**

### **Grade CL 23**

- Two years of general work experience.
- Superior customer service orientation; proven track record of treating users with patience and respect.
- Exceptional interpersonal skills, with a focus on rapport-building, listening, and questioning skills.
- Exceptional written and oral communication skills: Ability to clearly and patiently explain technical issues to non-technical users, as well as accurately document problems and fixes.
- Demonstrated talent and passion for problem solving.
- Ability to conduct research into a wide range of computing issues as required.
- Experience with Windows operating system.
- Flexibility, strong organizational skills and attention to detail.
- Good understanding of email client application such as Lotus Notes.

### **Grade CL 24**

- One year of specialized experience (legal or help desk).
- Proficiency with Adobe Acrobat, other PDF creation software and miscellaneous PDF readers.

### **Grade CL 25**

- Two years of specialized experience (legal or help desk).
- Extensive application support experience with Appellate CM/ECF.
- Working knowledge of remote support tools such as GoToAssist and Remote Desktop.

### **Preferred Qualifications (all grades):**

- College degree preferred.
- Prior court experience.
- Prior technical support experience.
- Ability to understand and explain a set of legal rules and procedures.
- Proficiency with Mac OS.
- Working knowledge of an electronic case management system.
- Excellent oral and written communication skills with various user levels. Must be able to clearly and succinctly communicate a process. A writing test will be administered.
- Internal applicants: Recommendation from your current supervisor.

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## **BENEFITS**

- Vacation days accrue up to 13 days per year; 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.
- Optional long-term disability and long-term care insurance; flexible spending account program.
- 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); one block to Civic Center BART station.
- On-site gym.
- On-site café.

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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 for this position, and 3 references to: [HD@ca9.uscourts.gov](mailto:HD@ca9.uscourts.gov) by **April 27, 2012**. More than one position may be filled from this announcement.

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