



U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	Legal Administrative Assistant
LOCATION:	San Francisco, CA
CLASSIFICATION LEVEL/SALARY:	CL 22/1 (\$29,645)
TERM:	1 year <i>(Renewable dependent on performance and budget)</i>
CLOSING DATE:	Open until filled - <i>Applications received by May 18, 2012 will receive priority consideration</i>

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.

POSITION DESCRIPTION

This is an excellent opportunity for a college graduate interested in a legal career who wants to become familiar with court operations. This position is located in the Office of Staff Attorneys in San Francisco. Representative duties include data entry, report generation, reviewing case files, drafting clerk orders, docketing, shipping, and responding to requests from attorneys. Timeliness, accuracy, strong work ethic and sense of humor are critical. Fast-paced environment. Heavy lifting required.

QUALIFICATIONS

- High school diploma (Bachelor's degree preferred)
- Proficiency with email and Windows applications
- Excellent communication skills
- Strong customer service orientation; demonstrated initiative
- Ability and willingness to follow specific directions and work as part of a team
- Demonstrated reliability and flexibility; must be able to effectively prioritize tasks
- Heavy lifting (65 lbs.)

PREFERRED QUALIFICATIONS

- BA with a major in the social sciences; 3.5 grade average
- Familiarity with legal concepts and documents
- Administrative experience in a legal setting

BENEFITS

- 10 paid holidays per year; 13 sick days accrued per year
- Up to 13 days of paid vacation days per year for the first three years of service; increasing with tenure thereafter
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Optional long-term disability and long-term care insurance
- Optional participation in Health and Dependent Care Reimbursement Accounts
- Participation in the Federal Employees Retirement System
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- On-site gym and café
- Transit subsidy (budget dependent)

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or a permanent resident in the process of applying for citizenship. Positions with the U.S. Courts are excepted service appointments. 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 probationary period. Employees are subject to The Judicial Code of Conduct. Direct deposit of pay required.

TO APPLY

Please submit a resume with a detailed cover letter which clearly describe how you meet the above listed qualifications for this position, along with 3 references to: LIN@ca9.uscourts.gov

To ensure consideration, please submit these materials by **May 18, 2012**. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice.

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