



U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

INTERNAL CANDIDATES PREFERRED

POSITION:	MOTIONS SPECIALIST
LOCATION:	San Francisco, CA
CLASSIFICATION LEVEL/SALARY RANGE:	CL 24 - 27 (\$40,673 - \$67,963)
TERM:	One year: May be extended based on performance and budget
CLOSING DATE:	Close of business June 29, 2012

POSITION SUMMARY

The position is located in the Office of Staff Attorneys. The incumbent reviews appeals for jurisdiction and counsel, as well as fee status; responds independently to correspondence; makes independent recommendations regarding the disposition of appeals and substantive motions; and drafts clerk orders for own signature or oral presentation to the appellate commissioner.

RESPONSIBILITIES

Consistent with applicable case law and statutes, federal law, local rules and court guidelines:

- Review new criminal appeal packets for appellate jurisdiction, counsel and fee status and related case management issues.
- Process motions relating to the appointment, management, and withdrawal of counsel in criminal and habeas corpus appeals.
- Process motions relating to motions for voluntary and involuntary dismissal for failure to prosecute in criminal appeals.
- Respond to telephonic inquiries from litigants, court staff and judges regarding court process and procedures.
- Docket orders, notes and referrals.
- Maintain unit data files with respect to incoming mail and orders issued.
- Format, type and edit proposed orders and correspondence.

- Identify emergency or unique matters and undertake special processing requirements.
- Monitor compliance with court orders and take appropriate action as necessary.
- Provide back up telephone coverage and sorting and logging of incoming mail as needed to assist motions unit case managers.

QUALIFICATIONS

GRADE CL 24

- One year of specialized experience at or equivalent to grade CL 23.
- Knowledge and skill in the use of automated systems and related case management systems.
- Proven problem-solving skills.
- Familiarity with Motions practice.
- Understanding of basic legal terminology.
- Excellent written and oral communication skills.
- Strong organizational skills and attention to detail.

GRADE CL 25

All of the above plus:

- One year of specialized experience at or equivalent to grade CL 24.
- Proficiency with CM/ECF.

GRADE CL 26

All of the above plus:

- One year of specialized experience at or equivalent to grade CL 25.

GRADE CL 27

All of the above plus:

- One year of specialized experience at or equivalent to grade CL 26.

PREFERRED QUALIFICATIONS

- Bachelor's degree.
- Superior understanding of court and unit procedures, practices and mission.
- Superior knowledge of federal and local rules, statutes and case law.
- Excellent judgment in selecting and applying the relevant rules and procedures in response to phone inquiries and document review.

TO APPLY

Please submit a cover letter and resume which clearly demonstrate how you meet the qualifications, along with three references to: MTNS@ca9.uscourts.gov

To ensure consideration, please submit these materials by **June 29, 2012**. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice.

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