



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

## VACANCY ANNOUNCEMENT

### INTERNAL CANDIDATES PREFERRED

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

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### 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.

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### 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.

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## 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.

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## 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.

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## 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](mailto: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.

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