



U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	VOLUNTEER Administrative Intern
LOCATION:	San Francisco, California
TERM:	3 half days per week Through December 2012
CLOSING DATE:	Position open until filled <i>Applications considered as received.</i>

ABOUT THE COURT

The Ninth Circuit Court of Appeals is one of 12 regional federal courts. Circuit courts hear appeals from the district 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 OVERVIEW

This is an excellent opportunity for a reliable college senior or graduate who wants to become familiar with court operations. This position is located in the Office of the Clerk in San Francisco. Volunteer administrative interns assist in various units as needed on a daily basis. Representative duties include, but are not limited to: copying, filing, collating materials, data entry and event coverage. Timeliness, accuracy, strong work ethic, and a sense of humor are critical. Fast-paced environment. Heavy lifting may be required. Volunteers who work at least three (3) half days per week are eligible for a mass transit subsidy. **This is not a legal research or paralegal position.**

REPRESENTATIVE DUTIES

- Provide administrative support to the various departments within the courthouse.
- Create, maintain and organize files. Scan, photocopy and shred documents. Light data entry.
- Prepare correspondence, documents, and packages for mailing and/or shipping.
- Answer phones, screen calls, and provide callers with information and assistance.
- Collate court meeting agendas.
- Compile reports.
- Help with event coordination, set up, and break down.

MINIMUM QUALIFICATIONS

- College senior or graduate.
- Consummate professionalism, discretion and integrity. Excellent communication and interpersonal skills (i.e., graciousness, collegiality, good elocution, etc.).
- Proficient in Microsoft Windows applications and email.
- Excellent command of English grammar and spelling.
- 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.
- Previous office/administrative experience preferred.

CONDITIONS OF EMPLOYMENT

Volunteers are subject to the Judicial Code of Conduct. Volunteers must be a U.S. citizen or a permanent resident in the process of applying for citizenship. A background check will be conducted.

TO APPLY

Please submit a resume, a detailed cover letter clearly demonstrating how you meet the qualifications for this position, and 3 references to: SFVOL@ca9.uscourts.gov. Only candidates selected for an interview will be notified.

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