



U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	Administrative Assistant - Mailroom
LOCATION:	San Francisco, CA
CLASSIFICATION LEVEL/SALARY:	CL 22/1 (\$29,645)
TERM:	1 year <i>Renewable based on budget and performance.</i>
START DATE:	Immediately
CLOSING DATE:	Open until filled <i>Applications received by Friday, December 14, 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 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>

POSITION DESCRIPTION

The Procurement Unit seeks a friendly, energetic assistant to perform a variety of administrative tasks. This one-year position is ideal for a college graduate who wants some exposure to court operations. Reporting to the Mailroom Supervisor, your primary duties will consist of opening, sorting and delivering daily incoming and outgoing mail for the San Francisco headquarters. You will also deliver supplies, equipment and boxes of case materials to judges and staff; set up courtrooms for hearings; and provide shuttle service (government van). Dress is business casual.

QUALIFICATIONS

- Excellent organizational skills
- Highly attentive to detail
- Ability to easily lift 50 or more pounds
- Valid driver's license; clean driving record; comfortable with city driving
- Proficiency with Windows operating system, Microsoft Office, and email
- Ability to operate office equipment (postage meter, copier, phones, faxes)
- Ability to follow directions consistently and follow up on requests
- Ability to operate a pallet jack

PREFERRED QUALIFICATIONS

- B.A. or B.S.
- Prior office experience

BENEFITS

- 13 vacation days accrued per year for the first 3 years of full-time employment (increases with tenure)
- 10 paid holidays per year
- 13 sick days accrued per year (unlimited accruals)
- Subsidized medical coverage with pre-tax premiums
- Optional life, long-term disability and long-term care insurance
- Optional participation in pre-tax flexible spending accounts
- Participation in the Federal Employees Retirement System
- Optional participation in 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

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or a permanent resident in the process of applying for citizenship. Excepted service appointments are "at will" and may be terminated with or without cause by the Court. Employees are hired provisionally pending the results of a background investigation and are subject to a one-year probationary period. Employees are subject to the Judicial Code of Conduct. Direct deposit of pay required.

TO APPLY

Please submit a resume, a detailed cover letter which clearly demonstrates how you meet the qualifications, and 2 professional references to: MR@ca9.uscourts.gov

To ensure consideration, please submit these materials by **December 14, 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