



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

## VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	<b>Court Mailroom &amp; Facilities Intern</b>
<b>LOCATION:</b>	San Francisco, CA
<b>CLASSIFICATION LEVEL/SALARY:</b>	CL 22/1 (\$29,645)
<b>TERM:</b>	1 year <i>Renewable based on budget, performance, and workload.</i>
<b>START DATE:</b>	Immediately
<b>CLOSING DATE:</b>	Open until filled

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### 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>

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### POSITION DESCRIPTION

This one-year paid internship is ideal for a college graduate who wants to gain some exposure to court operations. The Court's Procurement Unit seeks a friendly, energetic intern to perform a variety of tasks. The position involves a significant amount of physical work, but also requires good organizational and problem-solving skills. Primarily duties consist of opening, sorting and delivering daily incoming and outgoing mail for the San Francisco headquarters. The mailroom deals with a large volume of legal documents, so strong attention to detail and a sense of urgency are necessary. You will also deliver supplies, equipment and heavy boxes of case materials to judges and staff; set up courtrooms for hearings; set up and tear down for events (which involves moving tables and chairs around a large building); and provide judges with shuttle service to their hotels using a government van. You should have a clean driving record and be comfortable with city driving. A jack-of-all trades attitude and the ability to think on your feet and address problems as they arise is essential. Dress is business casual.

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## **QUALIFICATIONS**

- Excellent organizational and problem-solving skills
- Strong attention to detail and follow-up
- Ability to easily lift/move 50 lbs. or more, including heavy boxes, equipment, tables and chairs
- Proficiency with Windows operating system, Microsoft Office, and email
- Ability to operate office and mailroom equipment (postage meter, copier, phones, faxes)
- Willingness to follow specific directions
- Valid driver's license; clean driving record; comfortable with city driving
- Ability to operate a pallet jack

## **PREFERRED QUALIFICATIONS**

- B.A. or B.S.
- Prior office experience
- Prior experience with event coordination

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## **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

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## **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.

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## **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](mailto:MR@ca9.uscourts.gov)

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**