

# United States Court of Appeals for the Ninth Circuit



## VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	<b>Assistant Secretary</b> to the Honorable J. Clifford Wallace, Senior Circuit Judge
<b>LOCATION:</b>	San Diego, California
<b>SALARY:</b>	JSP Grade 8      \$46,734 - \$60,750 JSP Grade 9      \$51,617 - \$67,097 JSP Grade 10     \$56,843 - \$73,899 <i>depending on qualifications and salary</i>
<b>CLOSING DATE:</b>	Position Open Until Filled <i>Priority given to applications received by May 15, 2013</i>
<b>START DATE:</b>	As agreed

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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 (trial) 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 OVERVIEW**

Judge Wallace's chambers are located in the U.S. Courthouse in San Diego. The assistant secretary is a permanent staff member in the Judge's chambers, and works closely with the Judge's Chambers Administrator to ensure the office runs smoothly. Although the nature of the position may evolve over time, as presently conceptualized, it will involve approximately 90% administrative and 10% legal responsibilities. A successful candidate must have a pleasant and positive attitude and be able to work well in a small office environment with a diverse and frequently changing cadre of lawyers.

The assistant secretary will receive and assist visitors, answer phones and screen calls, transcribe machine dictation for the judge into final form, prepare correspondence and reports, help the Judge manage his involvement with various judicial committees and special events, and maintain office functionality (from getting the office heaters fixed to coordinating technical assistance with computer issues to ordering supplies).

The assistant secretary is also responsible for the administrative aspects of preparing the Judge for calendar, which includes organizing calendar materials, acquiring court records, shipping materials, preparing expense reports, making travel arrangements, filing, and maintaining the Judge's business bank account.

The legal responsibilities for this job will evolve depending on the assistant secretary's interests and abilities.

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## **REQUIREMENTS**

- College degree
- Demonstrated organizational and administrative skills
- Computer proficiency with word processing, email, legal research and data entry
- Ability to accurately transcribe machine dictation at 75 wpm
- Familiarity with coordinating international travel
- Excellent command of English grammar and spelling
- Willing to work under the direction of the Chambers Administrator

**For grade JS 8:** 2 years of general work experience, plus 3 years of specialized work experience (legal, paralegal or law office work).\*

**For grade JS 9:** 1 additional year of specialized work experience.\*

**For grade JS 10:** 2 additional years of specialized work experience.\*

\*A college degree may be substituted for general work experience; legal or paralegal training may be substituted for up to 2 years of specialized work experience.

Given the importance of this role in the judge's chambers and the amount of training involved, applicants must be willing to make a minimum of a 2-3 year commitment to the position.

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## **BENEFITS**

- 10 paid holidays per year; up to 13 days of paid vacation for the first three years, increasing with tenure thereafter; 13 sick days accrued per year.
- Choice of a variety of employer-subsidized federal health and life insurance plans. Optional dental, vision, long-term disability and long-term care coverage.
- Flexible spending account allows you to pay uncovered health and dependent care expenses with tax-free dollars.
- Federal retirement system and optional employer-matching Thrift Savings Plan (similar to a 401K).
- Mass transit subsidy.

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## **CONDITIONS OF EMPLOYMENT**

Must be a U.S. citizen or a permanent resident seeking citizenship. Positions with the U.S. Courts are “at will”, and can be terminated with or without cause by the Court. Employees are hired provisionally pending the results of a background investigation and fingerprinting. 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 and a detailed cover letter which clearly demonstrates why you are the best person for this position, along with 3 references to: [WAS@ca9.uscourts.gov](mailto:WAS@ca9.uscourts.gov).

To ensure consideration, please submit all requested materials by **May 15, 2013**. Only candidates selected to interview will be notified. Unsuccessful candidates will not receive notice.

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