

**U.S. Federal Courts  
Summer Student Externship - Information Technology  
(Job Announcement 13-03)**



The Office of the Circuit Executive for the United States Courts for the Ninth Circuit is accepting applications for one extern or volunteer student for our 2013 summer program. This is an unpaid position. Credits may be given as part of the school's clinical study or other academic programs where arrangements can be made with school faculty and administration. The student must be able to work 16-30 hours per week through the end of summer. Begin and end dates are flexible.

**Organization:** The Office of the Circuit Executive provides policy development, administrative, and staff support to: (1) the Ninth Circuit Judicial Council, a governing board of federal judges with jurisdiction over the federal courts of nine western states; (2) the Chief Circuit Judge; (3) the United States Court of Appeals for the Ninth Circuit; and, (4) as requested, to the federal courts within the Ninth Circuit. The Ninth Circuit, headquartered in San Francisco, is the largest federal circuit in the United States with jurisdiction over nine western states, Guam and the Northern Mariana Islands.

**Duties:** Under the supervision of the Assistant Circuit Executive for Information Technology & Telecommunications, the student provides support for day-to-day technology needs for the office. This student will be responsible for deploying new laptops and workstations, managing the health of our existing laptops and workstations, assisting with technical documentation, assisting with the evaluation of Window 7 and assisting with IT inventory.

**Requirements:** The successful candidate will be a high school graduate, college student or college graduate who has general knowledge of Windows XP/Vista/7, including installing from CD, updating, troubleshooting drivers, installing applications. Must have a commitment to regular attendance, maintain a positive and pleasant attitude, work well in a team environment, have a high level of energy, and must deal tactfully and effectively with the public while maintaining a high quality standard of work. Be willing to sign an "Acknowledgment of Gratuitous Services and Waiver for Uncompensated Employees" form.

**TO APPLY:** Mail, fax (415) 355-8901 or email to [personnel@ce9.uscourts.gov](mailto:personnel@ce9.uscourts.gov) a resume, transcript (official or unofficial), and short writing sample to:

Office of the Circuit Executive  
U.S. Courts for the Ninth Circuit  
P.O. Box 193939  
San Francisco, CA 94119-3939  
Attn: Human Resources

Deadline for submission of application materials is **Tuesday, July 2, 2013**, or until position is filled. For additional information on our organization, visit, [www.ca9.uscourts.gov](http://www.ca9.uscourts.gov).

**The United States Courts is an Equal Employment Opportunity Employer.**