

United States Court of Appeals for the Ninth Circuit

VACANCY ANNOUNCEMENT



POSITION:	TEMPORARY ASSISTANT SECRETARY to the Honorable J. Clifford Wallace, Senior Circuit Judge <i>Permanent potential</i>
LOCATION:	San Diego, California
SALARY:	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>
CLOSING DATE:	Position open until filled <i>Applications reviewed as received; priority given to applications received by July 15, 2013.</i>
START DATE:	As agreed

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>.

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. The nature of the position may evolve, but the current breakout is 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 ordering supplies to coordinating technical assistance.

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. At a minimum, the assistant secretary will be responsible for proof reading orders and dispositions, assisting law clerks with bench book assembly, and conducting research related to court rules and procedures.

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

Grade JS 8: 2 years of general work experience, plus 3 years of specialized work experience (legal or paralegal work). **Grade JS 9:** 1 additional year of specialized work experience. **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.

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.

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. The Court is an Equal Opportunity Employer.

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 by **July 15, 2013**. Only candidates selected to interview will be notified. Unsuccessful candidates will not receive notice.