

United States Court of Appeals for the Ninth Circuit

VACANCY ANNOUNCEMENT



POSITION:	JUDICIAL ASSISTANT - LAW CLERK to the Honorable Carlos T. Bea, U.S. Circuit Judge
LOCATION:	San Francisco, California
SALARY:	JSP Grade 8 \$50,858 - \$66,111 JSP Grade 9 \$56,172 - \$73,019 JSP Grade 10 \$61,860 - \$80,421 JSP Grade 11 \$67,963 - \$88,349 <i>depending on qualifications and salary</i>
CLOSING DATE:	Position open until filled <i>Applications reviewed as received.</i>
START DATE:	September 9, 2013 or as agreed

POSITION OVERVIEW

Judge Bea's Chambers are located in the James R. Browning federal courthouse in San Francisco. The work hours are 9 a.m. to 6 p.m., with an hour off for lunch. The position requires both administrative and legal skills.

As the administrative office manager, the JA-Law Clerk will have overall responsibility for assisting the Judge in completing a range of necessary administrative tasks. These administrative responsibilities include tracking the Judge's workload from the initial assignment of a case through its completion, preparing reports regarding the status of pending cases, managing the Judge's email and calendar, and maintaining office functionality. The JA-Law Clerk is also responsible for the administrative aspects of preparing the Judge for calendar, which includes organizing calendar materials, acquiring court records, and shipping materials.

The administrative tasks in Judge Bea's Chambers are expected to require half of the work day. Hence, the JA-Law Clerk will carry approximately one half the work load of other law clerks in Chambers. Law clerks do research, analysis, and drafting of memoranda, opinions, and other dispositions, in close consultation with Judge Bea.

REQUIREMENTS

1. College degree
2. Law degree
3. Demonstrated organizational and administrative skills
4. Computer proficiency with word processing, email, and legal research
5. 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 year commitment to the position
6. The Guide to Judiciary Policy, Vol. 12, Appx. 5F page 6 requires at least one year of "specialized experience," which is defined as: "Progressively responsible secretarial experience that involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in a law, insurance, or real estate office)."
 - For grade JS 8: 1 year of "specialized experience"
 - For grade JS 9: 2 years of "specialized experience"
 - For grade JS 10: 3 years of "specialized experience"
 - For grade JS 11: 4 years of "specialized experience"

BENEFITS

1. 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.
2. Choice of a variety of employer-subsidized federal health and life insurance plans. Optional dental, vision, long-term disability and long-term care coverage.
3. Flexible spending account allows you to pay uncovered health and dependent care expenses with tax-free dollars.
4. Federal retirement system and optional employer-matching Thrift Savings Plan (similar to a 401K).
5. 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. 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 resume (including undergraduate degree and institution), law school transcript, detailed cover letter, and 3 references to: BJA@ca9.uscourts.gov. Only candidates selected to interview will be notified.