



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

## VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	<b>LEGAL ADMINISTRATIVE ASSISTANT</b>
<b>LOCATION:</b>	San Francisco, CA
<b>SALARY/CLASSIFICATION:</b>	\$29,645 (CL 22/1)
<b>TERM:</b>	1 year <i>Renewable dependent on performance and budget.</i>
<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 (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. The San Francisco courthouse is conveniently located one block from the Civic Center BART/Muni station. 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 is an excellent opportunity for a college graduate interested in a legal career who wants to become familiar with court operations. This position is located in the fast-paced Office of Staff Attorneys in San Francisco. Representative duties include data entry, report generation, reviewing case files, drafting clerk orders, docketing, shipping, and responding to requests from attorneys. Timeliness, accuracy, strong work ethic and sense of humor are critical. Additionally, the successful candidate will be competent, enthusiastic, flexible, and outgoing. Heavy lifting required.

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### QUALIFICATIONS

- High school diploma (Bachelor's degree preferred)
- Proficiency with email, Windows, and database applications
- Data entry experience a plus
- Excellent oral and written communication skills
- Strong customer service orientation; demonstrated initiative
- Ability and willingness to follow specific directions and work as part of a team
- Demonstrated reliability and flexibility; must be able to effectively prioritize tasks
- Heavy lifting (65 lbs.)

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## **PREFERRED QUALIFICATIONS**

- BA with a major in the social sciences; 3.5 grade average
- Familiarity with legal terminology and processes
- Administrative experience in a legal setting

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## **BENEFITS**

- 10 paid holidays per year; 13 sick days accrued per year
- Up to 13 days of paid vacation days per year for the first three years of service; increasing with tenure thereafter
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Optional long-term disability and long-term care insurance
- Optional participation in Health and Dependent Care Reimbursement Accounts
- Participation in the Federal Employees Retirement System
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- On-site gym and café
- Transit subsidy (budget dependent)

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## **CONDITIONS OF EMPLOYMENT**

Must be a U.S. citizen or a permanent resident in the process of applying for citizenship. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are at will and can be terminated with or without cause by the Court. Employees will be hired provisionally pending the results of a background investigation and fingerprinting, and are subject to a 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 with a detailed cover letter which clearly describe how you meet the above listed qualifications for this position, along with 3 references to: [LIN@ca9.uscourts.gov](mailto:LIN@ca9.uscourts.gov)

If you have previously filed an application for this position, please do not re-apply. Applications considered as received. 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**