

**U.S. Federal Courts
Spring Law Student Externship - Legal Affairs
(Job Announcement 14-01)**



The Office of the Circuit Executive for the United States Courts for the Ninth Circuit is accepting applications for one extern or volunteer law student for our 2014 spring program. This is an unpaid position. Where arrangements can be made with school faculty and administration, credits will be given as part of the law school's clinical study or other academic programs. The student must be able to work up to 20-40 hours per week through the end of spring, but we are flexible as to start and end dates.

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 Legal Affairs and/or Research Attorney, the incumbent will conduct research, prepare legal memoranda, and provide assistance to the Legal Affairs Unit, including projects related to the judicial misconduct complaint process. Other duties will include cite checking, updating statutes, cases and rules, and doing general legal research to update various publications of the Office of the Circuit Executive.

Requirements: The successful candidate will have completed one or two years of law school, have taken one or more courses in research and writing, and be reasonably skilled in the use of the Westlaw computer research system. An editorial background may be helpful.

TO APPLY: Mail, fax (415) 355-8901 or email to 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 Friday, **November 1, 2013**, or until position is filled. For additional information on our organization, visit, www.ca9.uscourts.gov.

The United States Courts is an Equal Employment Opportunity Employer.