



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

## VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	<b>PERSONAL ASSISTANT to the Honorable Ronald M. Gould</b>
<b>LOCATION:</b>	Seattle, Washington
<b>SALARY/CLASSIFICATION LEVEL:</b>	\$41,390 (JSP 7/1)
<b>TERM:</b>	1 year <i>(May be renewed based on performance and budget.)</i>
<b>START DATE:</b>	December 2, 2013
<b>HOURS PER WEEK:</b>	40 hours per week; 9:00 a.m. – 5:30 p.m.
<b>CLOSING DATE:</b>	Open until filled <i>(Applications considered as received. Priority consideration given to applications received by November 15, 2013)</i>

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### ABOUT THE COURT

The Ninth Circuit Court of Appeals hears appeals from the district courts located within its circuit, as well as appeals from decisions of federal administrative agencies. The Court has 47 judges and approximately 500 employees in multiple locations throughout the western U.S. Main court offices are located in San Francisco, with divisional offices in Pasadena, Seattle and Portland. For more information about the Court of Appeals, please visit: <http://www.ca9.uscourts.gov>. For more information about the federal court system, please visit: <http://www.uscourts.gov>.

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### POSITION OVERVIEW

This is an excellent position for a recent graduate interested in the law who wants to take a year or two off while gaining experience in a court setting. You will be the personal assistant to a federal circuit judge with very limited mobility. Most importantly, this position requires patience and a pleasant demeanor. You will also need excellent typing and spelling skills, and the ability to listen well and follow directions. The majority of your time will be spent sitting with the judge and turning pages as he reads, adjusting his microphone, and reading and typing emails for him. 100% reliability is a must. Prior experience assisting individuals with physical impairments is highly preferred.

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## **REPRESENTATIVE DUTIES**

- Retrieve research materials, turn pages for the Judge as he reads, assist in highlighting and editing.
- Type the Judge's emails; prepare executive correspondence, legal documents and other materials, including the Judge's case preparation memos and a summary of cases for calendar preparation.
- Assist with organizing briefs and other papers for the Judge.
- Help to ensure internal chambers' documents are kept up to date.
- Copy, research, and print articles designated by the Judge for his legal subject matter notebooks or reading.
- Assist the Judge during hearings and conferences, including video and telephone participation.
- Forward emails in the Judge's inbox to the chambers' secretary and staff throughout the day.
- Assist the Judge with papers and materials during conferences.
- Print and prepare documents for the Judge.
- Take detailed electronic notes during Judges' conferences; help prepare conference memoranda.

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## **QUALIFICATION REQUIREMENTS**

- High school graduation or equivalent; Bachelor's degree preferred
- 2 years of general clerical experience plus 2 years of specialized experience
  - A Bachelor's degree may be substituted for two years of general experience
  - Education in a legal or paralegal curriculum may be substituted for up to two years of specialized experience
- Proficiency with email and Windows-based applications
- Excellent communication skills and ability to follow specific directions
- Demonstrated reliability, flexibility, and the ability to effectively prioritize tasks
- Ability to type at least 70-80 wpm accurately

## **PREFERRED QUALIFICATIONS**

- Experience with mobility-challenged individuals strongly preferred

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## **BENEFITS**

- Up to 13 days each of accrued paid vacation and sick leave, granted at the discretion of the judge
- 10 paid holidays per year
- Federal health and life insurance plans available
- Optional participation in a tax-advantaged Flexible Spending Plan
- Optional participation in Long Term Disability and Long Term Care insurance
- Participation in the Federal Employees Retirement System
- Optional participation in an employer-matching Thrift Savings Plan (similar to a401K)
- Mass transit subsidy

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## CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen, or a permanent resident seeking U.S. 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. This position may be subject to a typing test. **The U.S. Court of Appeals is an Equal Opportunity Employer.**

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## 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:

[GPA@ca9.uscourts.gov](mailto:GPA@ca9.uscourts.gov)

To ensure consideration, please submit these materials by **November 15, 2013**. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice.