

# United States Court of Appeals for the Ninth Circuit

## VACANCY ANNOUNCEMENT



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<b>POSITION:</b>	<b>TRAVELING ADMINISTRATIVE ASSISTANT</b>
<b>LOCATION:</b>	Based in Pasadena, California
<b>SALARY:</b>	JSP Grade 7      \$43,208 - \$56,174 JSP Grade 8      \$47,852 - \$62,203 JSP Grade 9      \$52,852 - \$68,702 JSP Grade 10     \$58,202 - \$75,667 <i>depending on qualifications and salary</i>
<b>TERM:</b>	One year <i>Renewable based on budget and performance</i>
<b>CLOSING DATE:</b>	Open until filled <i>Priority consideration given to applications received by December 27, 2013.</i>
<b>START DATE:</b>	Anticipated start date is no earlier than <b>Monday, January 6, 2014</b>

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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 Pasadena federal courthouse is conveniently located just off the 210 and five minutes from the 110 in Old Pasadena, with parking directly across the street.

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 OVERVIEW**

This position is based in Pasadena, with assignments made by the Senior Deputy Clerk. This position is part of a small pool of administrative assistants who travel throughout the Ninth Circuit on short and long-term assignments as needed to fill in when judicial assistants take leave. Judicial assistants are typically the only permanent member of a judge's staff and serve as the administrative office manager, working closely with the judge to ensure the office runs smoothly, and completing a range of necessary administrative tasks. The traveling administrative assistant can expect to be on travel status 80-90% of the time. Thus, you will have the opportunity to be involved in the operations of a wide variety of chambers.

The responsibilities of a judicial assistant (and by extension, the traveling administrative assistant) include tracking the judge's workload from the initial assignment of a case through its completion; preparing reports regarding the status of pending cases; helping the judge manage his/her involvement with various judicial committees and special events; and maintaining office functionality (from getting the office heaters fixed to coordinating technical assistance with computer issues).

The judicial assistant is also responsible for the administrative aspects of preparing the judge for calendar, which includes organizing calendar materials, uploading electronic case materials onto the judge's iPad, acquiring court records, making travel arrangements, shipping materials, and preparing expense reports.

Depending on the preferences of each judge, the judicial assistant may also be responsible for proof reading orders and dispositions, assisting law clerks with bench book assembly, and conducting research related to court rules and procedures. Thus, to ensure a smooth transition when the judicial assistant is out of the office, the traveling administrative assistant must be prepared to jump in wherever necessary. The successful candidate will have a pleasant and team-oriented attitude and be able to work well in a small office environment with a diverse and frequently changing cadre of lawyers. While on assignment, the traveling administrative assistant is under the supervision of the judicial assistant or judge.

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## **REQUIREMENTS**

- Judge-level secretary experience in a court environment or senior partner-level secretary experience in a heavy litigation environment (see classification levels, below)
- Familiarity with the federal court system
- Ability to type accurately at 75 wpm
- Ability to draft and comprehensively edit correspondence
- Demonstrated organizational and administrative skills
- Proficiency with word processing (including WordPerfect), spreadsheets, databases, email, and legal research
- Proficiency with iPad/iPhone technology
- Excellent command of grammar, spelling and punctuation
- Ability to travel on very short notice
- Ability to quickly adapt to a wide range of personalities and procedures
- Absolute discretion required

## **PREFERRED QUALIFICATIONS**

- College degree
- Dictation experience preferred

**In addition, this position has the following experience requirements:**

- **Grade JSP 7:** 2 years of general work experience, plus 2 years of specialized work experience (legal, paralegal or law office work)\*
- **Grade JSP 8:** 2 years of general work experience, plus 3 years of specialized work experience (legal, paralegal or law office work)\*
- **Grade JSP 9:** 2 years of general work experience, plus 4 years of specialized work experience (legal, paralegal or law office work)\*
- **Grade JSP 10:** 2 years of general work experience, plus 5 years of specialized work experience (legal, paralegal or law office work)\*

*\*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.*

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**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 (pension) plus an optional employer-matching Thrift Savings Plan (similar to a 401K).

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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 “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 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 [travel@ca9.uscourts.gov](mailto:travel@ca9.uscourts.gov) by **December 27, 2013**.

Only candidates selected to interview will be notified. Due to the volume of applications, unsuccessful candidates will not receive notice.