

# United States Court of Appeals for the Ninth Circuit



## VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	<b>JUDICIAL ASSISTANT</b> to the Honorable Kim McLane Wardlaw, Circuit Judge
<b>LOCATION:</b>	Pasadena, California
<b>SALARY:</b>	JSP Grade 9    \$52,852 - \$68,702 JSP Grade 10   \$58,202 - \$75,667 JSP Grade 11   \$63,945 - \$83,126 <i>depending on qualifications and salary</i>
<b>CLOSING DATE:</b>	Position open until filled <i>Applications reviewed as received; priority given to applications received by <b>February 21, 2014</b>.</i>
<b>START DATE:</b>	As agreed

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### POSITION OVERVIEW

The Judicial Assistant (JA) is a permanent staff member in the Judge's chambers. The successful candidate will have a pleasant and positive attitude, excellent organizational skills, the ability to act as the institutional memory of a small office with a staff of law clerks that turns over annually, and the initiative to ensure smooth-running operations.

The JA will receive and assist visitors; answer phones and screen calls; transcribe machine dictation for the Judge into final form; prepare correspondence and reports; help the Judge manage her involvement with various judicial committees and events; maintain office functionality, from ordering supplies to coordinating technical assistance; and routinely maintain contact lists and the law clerk database.

The JA is also responsible for the administrative aspects of preparing the Judge for calendar. These include performing case checks for potential conflicts of interest, organizing calendar materials, acquiring and returning court records, reminding clerks of critical deadlines, preparing expense reports, making travel arrangements, filing, and inputting data into and submitting the Judge's annual financial disclosure report. The JA will actively handle case management on the Chambers database on an ongoing basis, and will prepare and circulate weekly reports based on current data.

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## ABOUT THE COURT

The Ninth Circuit Court of Appeals is one of 12 federal appellate 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 courthouse is located at 125 South Grand Avenue in Old Town. This is a beautifully-restored historic landmark, conveniently located just off the 210 and five minutes from the 110 in a picturesque residential neighborhood. In addition to award-winning architecture and beautiful landscaping, the courthouse has free 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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## REQUIREMENTS

- Judge-level secretary experience in a court environment or partner-level secretary experience in a heavy litigation environment (see classification levels, below).
- Excellent organization, communication and administrative skills.
- Computer proficiency with word processing, email, legal research and database maintenance.
- Ability to accurately transcribe machine dictation at 75 wpm.
- Proficiency with making travel arrangements and submitting expense reports.
- Excellent command of English grammar and spelling.
- Ability to work collegially in a small working environment.
- Integrity, character, and good judgment.

**Grade JS 9:** 2 years of general work experience plus 4 years of specialized work experience.\*

**Grade JS 10:** 2 years of general work experience plus 5 years of specialized experience.\*

**Grade JS 11:** 2 years of general experience plus 6 years of specialized experience.\*

\* A college degree may be substituted for general work experience; Specialized work experience is defined as progressively responsible secretarial experience that involved responsibility as the principal office assistant to a supervisor who was dealing with legal matters.

## PREFERRED QUALIFICATIONS

- College degree.
- Prior federal experience.
- Experience with Court procedure or an interest in learning.

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## **BENEFITS**

- Federal pension plan **and** optional employer-matching Thrift Savings Plan (similar to a 401K).
- 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 out-of-pocket health and dependent care expenses with tax-free dollars.
- Free parking.

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## **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. One-year probationary period. Employees are subject to the *Judicial Code of Conduct*. Direct deposit of pay required. The Court 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: [WJA@ca9.uscourts.gov](mailto:WJA@ca9.uscourts.gov) by **February 21, 2014**. Only candidates selected to interview will be notified. Unsuccessful candidates will not receive notice.