



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

## VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	<b>ADMINISTRATIVE ASSISTANT</b>
<b>LOCATION:</b>	San Francisco, CA
<b>SALARY/CLASSIFICATION:</b>	\$29,951 (CL 22/1)
<b>TERM:</b>	1 year <i>Renewable dependent on performance and budget.</i>
<b>CLOSING DATE:</b>	Open until filled <i>Applications reviewed as received; priority given to applications received by <b>July 11, 2014.</b></i>

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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 Ninth Circuit Court of Appeals, please visit: <http://www.ca9.uscourts.gov>

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### POSITION DESCRIPTION

This position is located in the Court's fast-paced Circuit Mediation Office in San Francisco. The successful candidate will support the Circuit Mediators in their work mediating cases for the court. Representative duties include answering phones; fielding inquiries from attorneys; drafting clerk orders, correspondence, and memoranda; preparing and processing scheduling orders; processing incoming and outgoing mail; maintaining office files; updating department databases; and providing hospitality at mediations. Timeliness, good judgement, accuracy, a strong work ethic and sense of humor are critical. Additionally, the successful candidate will be competent, flexible, and outgoing. For more information about the Circuit Mediation Office, please visit: <http://www.ca9.uscourts.gov/mediation>

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### QUALIFICATIONS

- High school diploma (Bachelor's degree preferred)
- Proficiency with email, Windows, word processing and database applications
- 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

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## **PREFERRED QUALIFICATIONS**

- Bachelor's degree with a 3.5 grade point average
- Familiarity with legal terminology and processes
- Administrative experience in a legal setting

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## **BENEFITS**

- Vacation time accrues at a rate of 13 days per year the first three years; increasing with tenure
- Sick days accrue up to 13 per year; 10 holidays
- Choice of a variety of employer-subsidized federal health and life insurance plans. Dental and vision coverage available. Flexible spending account program.
- Optional long-term disability and long-term care insurance
- Participation in both the Federal Employees Retirement System and the Thrift Savings Plan (similar to a 401K, with employer matching).
- 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. The U.S. Court of Appeals is an Equal Opportunity Employer.

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

To ensure consideration, please submit these materials by **July 11, 2014**. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice.