



U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	HUMAN RESOURCES ASSISTANT
LOCATION:	San Francisco, CA
SALARY:	\$29,951 (CL 22/1)
TERM:	1 year <i>Renewable dependent on budget and performance.</i>
CLOSING DATE:	Open until filled <i>Priority consideration given to applications received by August 8, 2014.</i>

POSITION OVERVIEW

This is an excellent opportunity for a recent college graduate to gain experience in the Human Resources field. The position assists two senior team members with the processing of payroll and benefits for new hires, exiting employees, and current staff. Primary duties include providing general office support, assisting with recruitment and orientation activities, and working on special projects. Other duties include running reports as needed and updating a variety of court directories (employee, functional and emergency). The successful candidate will be cheerful under pressure and highly detail-oriented, with excellent follow-through. Flexibility, initiative, discretion, and the ability to work well under pressure are essential attributes.

REPRESENTATIVE DUTIES

- Perform reception duties and provide general office support: Greet visitors and employees; answer the main Human Resources phone line, direct calls and respond to inquiries; order supplies; file forms and other documents.
- Assist with payroll and benefits processing.
- Update directory information.
- Provide employment verifications to banks, bar associations, etc.
- Maintain a library of frequently used forms; create and edit fillable PDF forms as needed.
- Create and update employee files.
- Copy, fax, and ship materials as needed.

QUALIFICATIONS

- High school graduation or equivalent, college degree with 3.5 GPA strongly preferred.
- Professionalism, reliability, excellent customer service skills, and the ability to effectively prioritize tasks.
- Superior verbal and written communication skills.
- Demonstrated organizational skills and attention to detail.
- Ability to research and explain complex pay rules.
- Working knowledge of standard office equipment (e.g. copier, scanner, fax).
- Experience with data entry (databases, spreadsheets) preferred.
- Prior court experience preferred.

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).
- Mass transit subsidy (budget dependent).
- On-site gym and café.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or a permanent resident seeking citizenship. 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 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.

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 45 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. The San Francisco courthouse is conveniently located in a beautiful historic building one block from the Civic Center BART/Muni station. 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>

TO APPLY

Please submit a resume with detailed cover letter which clearly demonstrates how you meet the qualifications and what you think you can contribute, along with 3 references to: HRI@ca9.uscourts.gov

To ensure consideration, please submit these materials by **August 8, 2014**. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice.