

# United States Court of Appeals for the Ninth Circuit

## VACANCY ANNOUNCEMENT



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| <b>POSITION:</b>     | <b>JUDICIAL ASSISTANT</b><br>to the Honorable Arthur L. Alarcon, Senior Circuit Judge  |
| <b>LOCATION:</b>     | Los Angeles, California  |
| <b>SALARY:</b>       | JSP Grade 9           \$53,380 - \$69,391<br>JSP Grade 10       \$58,785 - \$76,421<br>JSP Grade 11       \$64,585 - \$83,960<br><i>depending on qualifications and salary</i> |
| <b>CLOSING DATE:</b> | Position open until filled<br><i>Applications reviewed as received; priority given to applications received by August 20, 2014.</i>  |
| <b>START DATE:</b>   | As agreed  |

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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 Los Angeles courthouse is located downtown on North Spring 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**

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 in the Judge's absence.

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 his involvement with various judicial committees and events; and maintain office functionality, from ordering supplies to coordinating technical assistance.

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, maintaining a database, preparing expense reports, making travel arrangements, filing, and submitting the Judge's annual financial disclosure.

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## **REQUIREMENTS**

- Partner or judge-level legal secretary experience, preferably in a court environment (see compensation levels, below).
- Demonstrated organizational and administrative skills.
- Computer proficiency with word processing, email, legal research and data entry.
- Ability to accurately transcribe machine dictation at 75 wpm.
- Proficiency with making travel arrangements.
- Excellent command of English grammar and spelling.

**For 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; legal or paralegal training may be substituted for up to 2 years of specialized work experience. Given the importance of this role in the judge's chambers and the amount of training involved, applicants must be willing to make a minimum of a 2-3 year commitment to the position.

\*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.

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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 flexible spending accounts, dental, vision, long-term disability and long-term care coverage.
- Public transit subsidy.

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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: [AJA@ca9.uscourts.gov](mailto:AJA@ca9.uscourts.gov) by **August 20, 2014**. Only candidates selected to interview will be notified. Unsuccessful candidates will not receive notice.