



U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	Case Administrator Trainee
LOCATION:	San Francisco, CA
SALARY RANGE/CLASSIFICATION LEVEL:	\$37,105 (CL 23/1)
TERM:	One year term <i>Renewable based on budget and performance.</i>
CLOSING DATE:	Open until filled <i>Applications considered as received; priority given to applications received by September 3, 2014.</i>

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. Main court offices are located in San Francisco, with divisional offices in Pasadena, Seattle and Portland. 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> The San Francisco courthouse is conveniently located in a beautiful historic building one block from the Civic Center BART/Muni station.

POSITION SUMMARY

This position reports to the Case Administrator Supervisor in the San Francisco Clerk's Office. This entry-level position is ideal for a recent college graduate with strong data entry skills and an interest in law, criminal justice or judicial administration. The trainee will be responsible for the initial review of paper and electronic filings such as motions, briefs, and orders, entering them into our case management database, and directing them to appropriate units within the Court. The trainee will also be responsible for other administrative and customer service tasks such as answering telephone calls from the public and scanning documents.

QUALIFICATIONS

- High school graduation or equivalent plus two years of general work experience; college degree strongly preferred, and may be substituted for general work experience.
- Working knowledge of Windows-based and browser-based applications.
- Experience with word processing applications and PDF documents.
- Excellent communication and interpersonal skills.
- Flexibility, strong organizational skills and attention to detail.
- Data entry experience preferred.

BENEFITS

- Vacation days accrue up to 13 days per year; 13 sick days accrued per year; 10 holidays.
- Choice of a variety of employer-subsidized federal health and life insurance plans; Flexible Spending Account program; Optional dental, vision, long-term disability and long-term care coverage.
- Participation in the Federal retirement system.
- Optional participation in employer-matching defined contribution plan (similar to a 401K).
- Public transit subsidy.
- On-site gym and café.

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.

APPLICATION INFORMATION

Please submit a cover letter and resume which clearly demonstrate how you meet the qualifications and what you can bring to the position, along with 3 references to: CAT@ca9.uscourts.gov

To ensure consideration, please submit these materials by **September 3, 2014**. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice.