

**U.S. Federal Courts
Fall Student Externship -
Computer Science/Database Management
(Job Announcement 14-06)**



The Office of the Circuit Executive for the United States Courts for the Ninth Circuit is accepting applications for one extern or volunteer student for our 2014 fall program. This is an unpaid position. Where arrangements can be made with school faculty and administration, credits will be given as part of school's clinical study or other academic programs. The student must be able to work up to 10-15 hours per week through the end of the fall semester, but we are flexible as to start and end dates. Public transit commuter checks may be available.

Organization: The Office of the Circuit Executive provides policy development, administrative, and staff support to: (1) the Ninth Circuit Judicial Council, a governing board of federal judges with jurisdiction over the federal courts of nine western states; (2) the Chief Circuit Judge; (3) the United States Court of Appeals for the Ninth Circuit; and, (4) as requested, to the federal courts within the Ninth Circuit. The Ninth Circuit, headquartered in San Francisco, is the largest federal circuit in the United States with jurisdiction over nine western states, Guam and the Northern Mariana Islands.

Duties: Under the supervision of the Office of the Circuit Executive Case Managing Attorney, the incumbent will assist in developing and maintaining a central database of case budgeting information collected from criminal cases, including expenditures to monitor case budgeting compliance. Duties will include gathering information that will be recorded in a database, selecting a database platform in which the data will be hosted and developing reporting capabilities within the database.

Requirements: The successful candidate will have proficiency in MS Excel, MS Access or other database software. Familiarity with computer operating systems and database technology (design, software and structure) is essential. **Courses in computer programming and/or statistics are beneficial, but not required.** Courses in law or pre-law may also be beneficial, but are not required.

TO APPLY: Mail, fax (415) 355-8901 or email to personnel@ce9.uscourts.gov a resume and a transcript (official or unofficial) to:

Office of the Circuit Executive
U.S. Courts for the Ninth Circuit
P.O. Box 193939
San Francisco, CA 94119-3939
Attn: Human Resources

Deadline for submission of application materials is Friday, **September 15, 2014**, or until position is filled. For additional information on our organization, visit, www.ca9.uscourts.gov.

The United States Courts is an Equal Employment Opportunity Employer.