



Office of the Circuit Executive  
United States Courts for the Ninth Circuit  
San Francisco, California

Job Announcement 15-02

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<b>Position:</b>	<b>Research Attorney</b>
<b>Location:</b>	San Francisco, CA
<b>Classification Level/Salary:</b>	CL-28/29 (\$65,798 - \$127,223) Depending on qualifications
<b>Closing Date:</b>	February 3, 2015 ( <i>or until position is filled</i> )

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**Organization**

The Office of the Circuit Executive provides policy development, administrative and staff support to: (1) the Ninth Circuit Judicial Council (pursuant to 28 U.S.C. § 332), a governing board of federal judges with jurisdiction over the federal courts in nine western states, Guam, and the Northern Mariana Islands; (2) the Chief Circuit Judge; (3) the United States Court of Appeals for the Ninth Circuit; and (4) the federal courts within the Ninth Circuit. The Ninth Circuit, headquartered in San Francisco, is the largest federal circuit in the United States. Incumbent works under the supervision and review of the Assistant Circuit Executive (ACE) for Legal Affairs who provides legal and administrative support on behalf of the Circuit Executive, the Ninth Circuit Judicial Council, its various committees, and the judges and courts of the Ninth Circuit. For additional information on our organization, functions, staff, or employment benefits, visit our web site at <http://www.ca9.uscourts.gov>.

**Duties and Responsibilities**

- (1) Conducts research and investigates complaints of judicial misconduct in accordance with 28 U.S.C. §§ 351-364. Prepares draft disposition orders for the Chief Judge through the ACE.
- (2) Assists in researching and providing guidance to judges and judicial employees on issues of ethics and court administration.
- (3) Provides staff support to Jury Instructions Committee, which includes, among other things, organizing agenda and supporting material, making presentations on policy issues, assisting with the coordination of meetings, preparing agendas, serving as meeting secretary, preparing materials, and taking and distributing meeting minutes.
- (4) Administers and assists in planning the agendas of educational meetings and training programs to implement judicial council policies.
- (5) Processes all teaching requests from judges within the circuit for the Chief Judge's approval.
- (6) Monitors bi-annual conflict screening by all courts in the Circuit.
- (7) Tracks legislation affecting the courts.
- (8) Prepares legal documents and executive correspondence for review and signature by the Circuit Executive or designee. Composes non-routine documents that require substantial legal research and analysis. Reviews legal documents submitted to the court for completeness and accuracy. Proofreads documents and checks citations before submission to executives.
- (9) Drafts documents, procedural manuals, and correspondence. Participates in and provides follow-up on significant special projects, making recommendations, as appropriate.

**Education/Experience Requirements**

**Education:** Graduation with a Juris Doctor (JD) degree (or equivalent) from a law school that has been accredited by a recognized accrediting authority, and admission to practice before the highest court of a State, Territory, Commonwealth, or possession of the United States.

**Experience:** At least three years of experience in policy, court procedure, and court rule analysis, or a closely related area. This experience must demonstrate the ability to gather, research, organize and analyze data/information and to prepare concise, readable reports. Previous state or federal court employment or internship experience helpful.

**Desirable qualifications, knowledge, skills, and abilities**

- Excellent written, editing, proofreading and oral communication skills.
- Skill in reviewing procedures, policies, and manuals for accuracy and effectiveness.
- Ability to work with committees effectively, planning and scheduling work according to committee deadlines.
- Ability to plan, manage, and coordinate meetings and programs.
- Ability to communicate effectively with judges, managers, executives, Administrative Office personnel, the bar, the public, and court staff.
- Ability to request and/or explain program information.
- Skill in synthesizing the results of legal research and conveying those results (orally and in writing) in a clear and concise manner.
- Skill in organizing information, managing time and multiple work assignments effectively, including setting priorities, and meeting deadlines.
- Skill in accurately performing complex work with minimal supervision.
- Ability to consistently demonstrate sound ethics and judgment.

### **Benefits**

Employees of the United States Courts are not covered by the Office of Personnel Management's civil service classifications or regulations. However, they are entitled to the same benefits as other federal government employees. Some of these benefits are:

- 10 holidays per year; 13 days of sick leave per year; 13 days of vacation leave for the first three years, increasing to 20 days after 3 years and 26 days after 15 years
- Choice of a variety of **federal health insurance** programs with a government contribution. Health premiums are deducted as pre-tax dollars
- Optional **life insurance** program with a government contribution
- Optional participation in **vision, dental, and disability insurance** program
- Optional participation in **Flexible Spending Program** - Pre-tax contributions for health, dependant care, and transportation expenses
- Optional participation in **Long Term Care Insurance** available to employees and to eligible family members
- Mandatory participation in the Federal Employees Retirement System with small employee contribution. Full social security coverage is provided
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- Public transportation subsidy (dependent on fiscal year funding)
- Creditable service time in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits

### **Conditions of Employment**

- Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements.
- Selected applicants are hired provisionally pending the results of a background investigation and fingerprinting
- This position is subject to electronic deposit of salary payment
- Positions with the U.S. Courts in the are "excepted service." Employees are "at will."
- No relocation expenses are permitted.

### **Application Information**

Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. Submit cover letter, resume, and salary history by e-mail to [Personnel@ce9.uscourts.gov](mailto:Personnel@ce9.uscourts.gov) or by fax to (415) 355-8901 or by mail to:

Office of the Circuit Executive  
 United States Courts for the Ninth Circuit  
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Government franked envelopes may not be used to send resumes or applications.  
 The United States Courts are EQUAL OPPORTUNITY EMPLOYERS