



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

Job Announcement 15-04

Position:	Legal Analyst
Location:	San Francisco, CA
Classification Level/Salary:	CL-27/28 (\$55,557 - \$108,058) Depending on qualifications
Closing Date:	February 3, 2015 <i>(or until position is filled)</i>

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. Section 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. For additional information on our organization, functions, staff, or employment benefits, visit our web site at <http://www.ca9.uscourts.gov>.

Major Duties and Responsibilities

- (1) Provides staff support to judicial council committees, which includes, among other things, preparing agendas, preparing and organizing supporting materials, making presentations on policy issues, assisting with the coordination of meetings, serving as meeting secretary, and taking and distributing meeting minutes.
- (2) Administers and assists in planning educational meetings and training programs to implement judicial council policies. Assists in the coordination of Pro Se and Jury Trial Improvement Committees.
- (3) Coordinates the Pro Se Conference, including developing the agenda, finding speakers, developing website content, and organizing materials.
- (4) Gathers data, statistics and other information from the Administrative Office, the courts, court-related units, and secondary sources.
- (5) Assists in research, statistical analysis, review of data tables, writing and editing of articles and other content for circuit programs and web sites and a variety of pamphlets, manuals, and handbooks.
- (6) Performs a variety of studies to support circuit-wide policy planning and program implementation in areas such as: jury utilization, court statistics and reporting, judge workload and staffing policies, pro se services, and any other research directed by the judicial council.
- (7) Gathers, organizes, and analyzes data using a variety of computer software programs. Designs survey and other analytical methods to review court management practices, utilizing a variety of primary and secondary sources. Prepares reports offering recommendations and solutions to problems or issues as appropriate.
- (8) Prepares a variety of legal and administrative reports based on historical and current data, including statistics on court operations.
- (9) Prepares legal documents and executive correspondence for review and signature by the Circuit Executive or designee. Composes non-routine documents that require legal research and analysis. Reviews legal documents submitted to the court for completeness and accuracy. Proofreads documents and checks citations before submission to executives.
- (10) Develops and maintains administrative and legal reports, plans, and other documents for internal and external use.
- (11) Drafts documents, procedural manuals, and correspondence. Participates in and provide follow-up on significant special projects, making recommendations, as appropriate.
- (12) On occasion, may review and research judicial misconduct complaint submissions and draft related memorandum.

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 progressively responsible experience in policy, court procedure, and court rule analysis, program evaluation or management analysis in court administration, criminal justice, public administration, or a closely related program area. This experience must have demonstrated 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. (A Master's degree may be substituted for two years of this experience).

Desirable qualifications, knowledge, skills, and abilities

- Knowledge of court administration, court operations, and court reform issues in such areas as jury management, case delay reduction, pro se services and sentencing guidelines.

- Knowledge of policy analysis, program evaluation, management analysis procedures, and social science research methodologies.
- Skill in reviewing procedures, policies, and manuals for accuracy and effectiveness.
- Ability to work with committees effectively, coordinating, planning and scheduling work, meetings, and programs according to committee deadlines.
- Ability to communicate effectively with judges, managers, Administrative Office personnel, the bar, the public, and court staff.
- Ability to request and/or explain program information.
- Excellent written, editing, proofreading and oral communication skills.
- 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.
- Experience working with spreadsheet applications, email, word processing applications, case management systems, database applications and software.
- Ability to develop PowerPoint presentations and other graphic data displays.

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

This position was advertised previously as Job 14-04. If you previously applied, you will be considered for the position. You do not have to reapply. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. Submit cover letter, resume, and salary history **as a single PDF file** by e-mail to Personnel@ce9.uscourts.gov or by mail to:

Office of the Circuit Executive
 United States Courts for the Ninth Circuit
 Attention: Legal Analyst Recruitment
 P.O. Box 193939
 San Francisco, California 94119-3939

Applications or resumes may be faxed (from a non-federal government fax line) to (415) 355-8901. Government franked envelopes may not be used to send resumes or applications.

The United States Courts are EQUAL OPPORTUNITY EMPLOYERS