



U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	CASE MANAGER, MOTIONS UNIT
LOCATION:	San Francisco, CA
SALARY RANGE/CLASSIFICATION:	CL23 (\$37,472 - \$60,907) CL24 (\$41,501 - \$67,449) CL25 (\$45,820 - \$74,526) <i>Depending on experience and qualifications.</i>
TERM:	1 year <i>Renewable dependent on performance.</i>
CLOSING DATE:	Open until filled <i>Applications reviewed as received; priority given to applications received by March 6, 2015.</i>

ABOUT THE COURT

The Ninth Circuit Court of Appeals is one of 12 regional federal 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 San Francisco courthouse is conveniently located one block from the Civic Center BART/Muni station. For more information about the Ninth Circuit Court of Appeals, please visit: <http://www.ca9.uscourts.gov>

POSITION DESCRIPTION

This position is located in the Office of Staff Attorneys and reports to the supervising attorney of the Motions Unit. Primary responsibilities include reviewing and assigning incoming motions and other filings, obtaining files and records and tracking the status of cases for a large group of attorneys, answering phones, drafting and docketing orders, and updating and maintaining databases.

The case manager also generates reports, communicates case status with judges, other court units and the public, and ships case materials to other court locations as needed. The position involves heavy data entry and some heavy lifting. Timeliness and accuracy are a must. Legal background desired.

This position involves a high volume of contact with the public and court staff. It also involves the ability to analyze documents in light of the rules and practices of the court to determine where and how they should be processed. Patience and the ability to communicate clearly and succinctly are highly valued.

QUALIFICATIONS for CL23

- High school diploma
- At least two years of general work experience in an administrative support position requiring heavy data entry and data manipulation (preferably in a legal environment)
- Demonstrated ability to multi-task and effectively prioritize work assignments
- Strong customer service ethic
- Excellent written and oral communication skills
- Ability to take direction from multiple sources; flexible, team-oriented

QUALIFICATIONS for CL24

All of the qualifications of level CL23, **plus**:

- One year of legal work experience
- General knowledge of court procedures, practices, and related documents; ability to take appropriate actions with these documents consistent with applicable federal and local rules
- Paralegal training and/or college degree
- Prior experience with Access database
- Ability to analyze data
- Experience providing support to a large group (20 or more people)

QUALIFICATIONS for CL25

All of the qualifications for CL24, **plus**:

- Two years of legal work experience
- Prior court experience
- Working familiarity with the Federal Rules of Appellate Procedure and Ninth Circuit Rules
- Ability to perform the duties of the job independently, with minimal supervision

BENEFITS

- Vacation time accrues at a rate of 13 days per year the first three years; increases with tenure
- Sick days accrue up to 13 per year; 10 holidays
- Choice of a variety of employer-subsidized federal health and life insurance plans. Dental and vision coverage available. Flexible spending account program.
- Optional long-term disability and long-term care insurance
- Participation in both the Federal Employees Retirement System and the Thrift Savings Plan (similar to a 401K, with employer matching)
- On-site gym and café
- Transit subsidy (budget dependent)

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.

TO APPLY

Please submit a resume with a detailed cover letter which clearly describes how you meet the above listed qualifications for this position, along with 3 references to: MTNS@ca9.uscourts.gov

To ensure consideration, please submit these materials by **March 6, 2015**. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice.