



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

Job Announcement 15-07

Position: Public Education & Community Outreach Administrator
Location: Sacramento, CA (at the Justice Anthony M. Kennedy Library and Learning Center in the Robert T. Matsui U.S. Courthouse)
Classification Level/Salary: CL-28 (\$60,091 - \$97,704) Depending on qualifications
Closing Date: April 9, 2015 (*or until position is filled*)

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. For additional information on our organization, functions, staff, or employment benefits, visit our web site at <http://www.ca9.uscourts.gov>. Incumbent will work under the supervision of the Circuit and Court of Appeals Executive and Assistant Circuit Executive (ACE) for Public Information.

Position Summary

The successful applicant will be expected to integrate theoretical and practical knowledge of elementary and secondary education principles with justice system operations and law-related concepts in support of court-sponsored civic education initiatives directed to students and the public. The successful applicant will perform work directly related to the judiciary's mission of engaging the public as constituents and promoting a better understanding about the federal courts and justice. These efforts encompass a wide range of professional education, developmental and research services to produce and deliver high quality events designed for public and student visitors to the Robert T. Matsui U.S. Courthouse.

Duties and Responsibilities

1. Implements internal operating policies, communication strategies and delivery mechanisms to meet the goals of the public education and community outreach mission.
2. Employs both print and computer-based research resources to develop teaching tools, interactive simulations, and other specialized classroom-style exercises for student use at the courthouse or online.
3. Provides research and content suggestions to court personnel and judicial officers in preparation for speaking engagements and educational events. Facilitates the exchange of information about federal courts and law-related topics among an interactive community of online users.
4. Designs, organizes, and assists in the presentation of an annual "Courts in the Classroom" (CITC) institute for high school teachers of social studies and civics.
5. Acts as liaison with Board of Directors of not-for-profit entities to research and submit grant proposals that support the mission of the Justice Anthony M. Kennedy Library and Learning Center (KLC).
6. Designs specialized courthouse programs and educational activities to commemorate annual celebrations of Law Day, Constitution Day, Citizenship Day, and others.
7. Organizes a speakers' bureau among personnel in the court units who are available to visit off-site locations to address student or citizen groups about topics related to the work of federal courts.
8. Prepares content for print and electronic publications and Ninth Circuit websites to create public awareness of courthouse educational programs. Manages content for KLC exhibits, displays, and interactive multimedia presentations.
9. Provides professional consultation to judges and court personnel concerning public education and community outreach events and strategies. Acts as a liaison to the Courts and Community Committee of the Ninth Circuit Judicial Council.
10. Administers budgeted funds and develops spending plans pursuant to guidance and supervision of court unit executives.
11. Assists with biographical research, script writing, and video production in preparation for oral history interviews of senior and retired judicial officers.
12. Works closely with judges, court unit executives, and staff to develop education outreach programs focusing on the history, structure, and operation of federal courts and the judicial branch of government.

Education/Experience Requirements

A bachelor's degree from an accredited educational institution is required. A master's degree is preferred. At least 3 years of progressively specialized experience in elementary and secondary education, including knowledge of teaching techniques, classroom administration, curriculum development, and student learning styles. Knowledge of resources available for civics instruction and public education about the law is preferred.

Desirable qualifications, knowledge, skills, and abilities

- Knowledge of concepts, principles, and effective practices in elementary and secondary education.
- Thorough knowledge of classroom administration, curriculum development, and learning styles.
- Knowledge and skill in the performance of research, in designing customized interactive events to appeal to varied audiences, and using electronic and conventional media as appropriate.
- Knowledge of, and skill in, designing effective presentations and preparing reports .
- Knowledge of legal history, constitutional law and federal court administration, culture, and policies.
- Knowledge of online database techniques, software tools used for developing and updating internet web pages, and other web-based information technologies.
- Ability to develop a social media strategy relevant to the Kennedy Learning Center's mission.
- Skill and knowledge in acquisition, design, preparation, and installation of exhibits.
- Skill in the use of automated equipment, including integrated word processing, spreadsheet, database, publishing applications, and various other types of software.
- Skill in conducting on-line legal and non-legal research.
- Skill in interpersonal communications, including the ability to use tact and diplomacy in dealing effectively with all levels of executives, staff, judicial officers, and internal and external customers.
- Skill in project management, organizing information, managing time and multiple work assignments effectively, including prioritizing and meeting tight deadlines.

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 are "excepted service" positions. Employees are "at will."
- No relocation expenses are permitted.
- Periodic travel required.

Application Information

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, by fax to (415) 355-8901, or by mail to:

**Office of the Circuit Executive
United States Courts for the Ninth Circuit
Attention: Public Education & Community Outreach Administrator
P.O. Box 193939
San Francisco, California 94119-3939**

Government franked envelopes may not be used to send resumes or applications.
The United States Courts are EQUAL OPPORTUNITY EMPLOYERS