



# U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

## VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	<b>Administrative Specialist</b>
<b>LOCATION:</b>	San Francisco, CA
<b>CLASSIFICATION LEVEL/SALARY RANGE:</b>	CL 26 (\$50,485 - \$82,029)
<b>TERM:</b>	1 year <i>Renewable depending on budget and performance.</i>
<b>CLOSING DATE:</b>	Open until filled <i>Applications received by <b>April 27, 2015</b> will receive priority consideration.</i>

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### ABOUT THE COURT

The Ninth Circuit Court of Appeals is one of 12 regional federal courts. Circuit courts hear appeals from the district 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. For more information about the federal court system, please visit: <http://www.uscourts.gov/> For more information about the Ninth Circuit Court of Appeals, please visit: <http://www.ca9.uscourts.gov>

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### POSITION SUMMARY

This is an excellent position for a person with demonstrated organizational skills and experience with procurement and facilities. The position reports to the Procurement Supervisor and is located in the Procurement Department of the Clerk's Office in San Francisco. The Administrative Specialist performs and coordinates administrative, technical, and professional work related to procurement, property management, and space and facilities, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. Integrity, accountability, flexibility and customer service are key components of this job. The Administrative Specialist may be required to work after hours or on the weekend for facility projects and events. Travel may be required.

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### RESPONSIBILITIES

- Perform purchasing activities and contract administration in accordance with the *Guide to Judiciary Policy*.
- Responsible for the printing of materials for all judges and staff.
- Prepares contracts for and maintains purchase records, and inventories of supplies, furniture and equipment.
- Plans and coordinates furnishings and staff moves, and other facility related projects.
- Plan and coordinate facility use and courthouse events with judges, staff, members of the bar and the public in accordance to Court policy.
- Work with GSA and court staff to supervisor building facilities projects.
- Preparation of annual renewals of purchase orders for building maintenance and facilities projects.

- Perform Coordinator duties for the travel card program, including preparation of reports and reconciliation of billing statements.
- Train, assign and monitor support staff as needed for procurement and facilities-related work.
- Other duties as assigned.

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## QUALIFICATIONS

- 1 year of specialized experience equivalent to CL 25. *Specialized experience is defined as progressively responsible clerical or administrative experience that is in, or closely related to, administrative support and which demonstrates the particular knowledge, skills and abilities required to successfully perform the duties.*
- Demonstrated experience with computerized accounting and procurement systems.
- Proficiency with email and ability to work in Windows-based applications.
- Working knowledge of spreadsheets and database software.
- Ability to follow specific directions and effectively organize large amounts of data.
- Requires heavy lifting and California driver's license with clean driving record.
- Strong customer service ethic. Ability to identify and analyze problems, develop viable solutions, advocate when necessary, and follow through to completion.
- Ability to organize work, keep strict attention to detail, and practice meticulous follow up.
- Ability to handle a variety of different tasks at once and timely meet deadlines.

## PREFERRED QUALIFICATIONS

- Bachelor's degree.
- Government Procurement/Contracting experience.

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## BENEFITS

- Vacation time accrues at a rate of 13 days per year the first three years; increasing with tenure thereafter.
- 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).
- Onsite gym and café.
- Mass transit subsidy (budget dependent).

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## CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or a permanent resident seeking citizenship. 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 one-year 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.

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## TO APPLY

Please submit a cover letter which clearly demonstrates how you meet the qualifications for the position, resume, and 3 references to: [PROC@ca9.uscourts.gov](mailto:PROC@ca9.uscourts.gov)

To ensure consideration, please submit all materials by **April 27, 2015**. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice.