



United States Court of Appeals for the Ninth Circuit

VACANCY ANNOUNCEMENT

POSITION:	JUDICIAL ASSISTANT to the Honorable William A. Fletcher, United States Circuit Judge
LOCATION:	San Francisco, California
SALARY:	JSP Grade 8 \$51,880 - \$67,449 JSP Grade 9 \$57,302 - \$74,489 JSP Grade 10 \$63,103 - \$82,029 JSP Grade 11 \$69,329 - \$90,129 <i>depending on qualifications and salary</i>
CLOSING DATE:	Position Open Until Filled
START DATE:	On or around August 20, 2015

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. 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>.

POSITION OVERVIEW

The Judicial Assistant (JA) is a permanent staff member in the judge's chambers. The JA must have excellent organizational skills and is responsible for the smooth operations of chambers. As the only permanent member of the judge's staff, the JA will help foster a culture of collaboration and camaraderie within chambers, serving as the judge's institutional memory and ensuring that the judge's staff works together as an effective, enthusiastic, and supportive team.

The JA is in charge of case management, which involves processing the mail, printing and logging all mail pertaining to cases, monitoring the status of cases, preparing status reports, coordinating work output, ordering and returning case materials and records, opening case files, maintaining case files, closing case files, keeping an up-to-date Chambers Database and preparing weekly reports based on current data. The JA will also maintain current files on en banc matters and keep track of en banc activities.

The JA is the office manager for chambers and oversees the daily upkeep and maintenance of the office, including the acquisition of supplies and equipment, updating law books, assisting the judge in committees and extra-judicial work, making travel arrangements and preparing travel reimbursements for the judge. The JA is also responsible for maintaining administrative and topical files, updating the various databases maintained in chambers, generating annual reports, typing memos and correspondence for the judge, and maintaining the judge's calendar.

The JA will interface with the Clerk's Office, the Office of the Circuit Executive, the Administrative Office of the U.S. Courts, other courts and agencies, the legal community, law schools, and civic organizations on behalf of the judge.

REQUIREMENTS

- Legal secretary experience, preferably in a court environment (see compensation levels, below).
- Excellent attention to detail.
- Organizational and administrative skills.
- Computer proficiency with word processing, email, legal research and data entry.
- Proficiency with making travel arrangements.
- Excellent command of English grammar and spelling.
- Ability to proofread legal documents.

- **For grade JS 8:** 2 years of general work experience, plus 3 years of specialized work experience (legal, paralegal or law office work)*
- **For grade JS 9:** 1 additional year of specialized work experience.*
- **For grade JS 10:** 2 additional years of specialized work experience.*
- **For grade JS 11:** 3 additional years of specialized work experience.*

*A Bachelor's degree may be substituted for the general work experience requirement; legal or paralegal training may be substituted for up to 2 years of specialized work experience.

PREFERRED QUALIFICATIONS

- College degree.
- Interest in law.
- Familiarity with iPhone/iPad technology.

BENEFITS

- Federal pension plan **and** optional employer-matching Thrift Savings Plan (similar to a 401k).
- 10 paid holidays per year; up to 13 days of paid vacation for the first three years, increasing with tenure thereafter; 13 sick days accrued per year.
- Choice of a variety of employer-subsidized federal health and life insurance plans.
- Optional flexible spending accounts, dental, vision, and long-term care coverage.
- Public transit subsidy (budget dependent).
- On-site gym and café.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or a permanent resident seeking citizenship. Positions with the U.S. Courts are at will, and can be terminated with or without cause by the Court. Employees are hired provisionally pending the results of a background investigation and fingerprinting. 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.

TO APPLY

Please submit a résumé and a detailed cover letter which clearly demonstrates why you are the best person for this position, along with 3 references to: apps_jwaf@ca9.uscourts.gov

Only candidates selected to interview will be notified. Unsuccessful candidates will not receive notice.