



U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	Secretary to IT Director
LOCATION:	San Francisco, CA
CLASSIFICATION LEVEL/SALARY:	CL 24 (\$41,501 - \$67,449) <i>Depending on experience and qualifications.</i>
TERM:	1 year <i>Renewable dependent on performance and budget.</i>
CLOSING DATE:	Open until filled <i>Priority given to applications received by June 24, 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 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 DESCRIPTION

This position is located in the Information Technology unit in San Francisco. Representative duties include answering telephone calls and emails, logging service requests and routing requests to appropriate technicians, making travel arrangements and preparing travel paperwork, maintaining logs and databases to track key data, managing the unit calendar, and providing general administrative assistance to the Director and managers. This position is the 'heart' of the department, so having a cheerful, obliging disposition with tact and a sense of humor is critical. Additionally, the successful candidate will be competent, enthusiastic, flexible, and outgoing.

QUALIFICATIONS

- High school diploma.
- Two years of general work experience.
- One year of specialized work experience equivalent to CL-23. Specialized work experience is defined as *progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.*

- Proficiency with email, Windows, and database applications.
- Excellent “phone demeanor”; personable and professional with strong customer service orientation.
- Data entry experience a plus.
- Excellent oral and written communication skills.
- Ability and willingness to follow specific directions and work as part of a team.
- Demonstrated reliability and flexibility; must be able to effectively prioritize tasks.

PREFERRED QUALIFICATIONS

- Bachelor’s degree
- Administrative experience in a legal setting

BENEFITS

- Vacation time accrues at a rate of 13 days per year the first three years; increasing 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 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).

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. 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 describe how you meet the above listed qualifications for this position along with three (3) professional references to: admin@ca9.uscourts.gov

To ensure consideration, please submit these materials by **June 24, 2015**. Due to the volume of applications received, only candidates selected for an interview will be notified. *Unsuccessful candidates will not receive notice.*

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.