



U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	Court Mailroom & Facilities Assistant
LOCATION:	San Francisco, CA
CLASSIFICATION LEVEL/SALARY:	CL 22/1 (\$30,228)
TERM:	1 year <i>Renewable based on budget and performance.</i>
CLOSING DATE:	Open until filled <i>Applications reviewed as received; priority given to applications received by July 8, 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 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 DESCRIPTION

This one-year position is ideal for a college graduate who wants to gain some exposure to court operations. The Court's Procurement Unit seeks a friendly, energetic intern to perform a variety of tasks. The position involves a significant amount of physical work, but also requires good organizational and problem-solving skills. Primarily duties consist of opening, sorting and delivering daily incoming and outgoing mail for the San Francisco headquarters. The mailroom deals with a large volume of legal documents, so strong attention to detail and a sense of urgency are necessary. Other duties include: filing; delivering supplies, equipment, and heavy boxes of case materials; setting up courtrooms and conference rooms; setting up and tearing down for events (which involves moving tables and chairs around a large building); and driving Judges and staff using a government van. You should have a clean driving record and be comfortable with city driving. A jack-of-all trades attitude and the ability to think on your feet and address problems as they arise is essential. Dress is business casual.

QUALIFICATIONS

- Excellent organizational and problem-solving skills
- Strong attention to detail and follow-up
- Ability to easily lift/move 50 lbs. or more, including heavy boxes, equipment, tables and chairs
- Proficiency with Windows operating system, Microsoft Office, and email
- Ability to operate office and mailroom equipment (postage meter, copier, phones, faxes)
- Willingness to follow specific directions
- Valid driver's license; clean driving record; comfortable with city driving
- Ability to operate a pallet jack

PREFERRED QUALIFICATIONS

- B.A. or B.S. degree
- Prior office experience
- Prior experience with event coordination

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: MR@ca9.uscourts.gov

To ensure consideration, please submit these materials by **July 8, 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.