

# United States Court of Appeals for the Ninth Circuit

## VACANCY ANNOUNCEMENT



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<b>POSITION:</b>	<b>LAW CLERK - JUDICIAL ASSISTANT</b> to the Honorable Carlos T. Bea, U.S. Circuit Judge
<b>LOCATION:</b>	San Francisco, California
<b>SALARY:</b>	JSP Grade 11 (\$70,333 - \$91,433) <i>depending on qualifications</i>
<b>CLOSING DATE:</b>	Position open until filled <i>Applications reviewed as received.</i>
<b>START DATE:</b>	February 1, 2016 or as agreed

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### POSITION OVERVIEW

Judge Bea's Chambers are located in the James R. Browning federal courthouse in San Francisco. The work hours are 9 a.m. to 6 p.m., with an hour off for lunch. The position requires both administrative and legal skills.

As the administrative office manager, the Law Clerk-Judicial Assistant will have overall responsibility for assisting the Judge in completing a range of necessary administrative tasks. These administrative responsibilities include tracking the Judge's workload from the initial assignment of a case through its completion, preparing reports regarding the status of pending cases, managing the Judge's email and calendar, and maintaining office functionality. The Law Clerk-Judicial Assistant is also responsible for the administrative aspects of preparing the Judge for calendar, which includes organizing calendar materials, acquiring court records, and shipping materials.

The administrative tasks in Judge Bea's Chambers are expected to require half of the work day. Hence, the Law Clerk-Judicial Assistant will carry approximately one half the case load of other law clerks in Chambers. Like the other law clerks, the Law Clerk-Judicial Assistant will perform research, analysis, and drafting of memoranda, opinions, and other dispositions, in close consultation with Judge Bea.

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## **REQUIREMENTS**

1. College degree
2. Law degree
3. Bar admission (Applicants who have graduated within the last six months and are currently seeking bar admission may also apply)
4. Demonstrated organizational and administrative skills
5. Computer proficiency with word processing, email, and legal research
6. Given the importance of this role in the Judge's Chambers and the amount of training involved, applicants must be willing to make a minimum of a 2 year commitment to the position

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## **BENEFITS**

1. 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.
2. Choice of a variety of employer-subsidized federal health and life insurance plans. Optional dental, vision, and long-term care coverage.
3. Flexible spending account allows you to pay uncovered health and dependent care expenses with tax-free dollars.
4. Federal retirement system and optional employer-matching Thrift Savings Plan (similar to a 401K).
5. Mass transit subsidy.

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## **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. Employees are subject to the Judicial Code of Conduct. Direct deposit of pay required. The Court is an Equal Opportunity Employer.

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## **TO APPLY**

Please submit resume (including undergraduate degree and institution), law school transcript, detailed cover letter, 2 references, and a writing sample not edited by others to: [BJA@ca9.uscourts.gov](mailto:BJA@ca9.uscourts.gov).

This position is subject to availability and open until filled – please apply immediately for consideration. This position will close without notice when a sufficient amount of qualified applications have been received. Only candidates selected for an interview will be contacted.

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.