



U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	MAIL ROOM CLERK
LOCATION:	Pasadena, CA
CLASSIFICATION LEVEL/SALARY:	CL 23 (\$35,743 - \$58,108)
TERM:	1 year <i>Renewable depending on budget and performance.</i>
CLOSING DATE:	Open until filled <i>Priority given to applications received by February 16, 2016.</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. The Pasadena courthouse is a beautifully-restored historical landmark in a picturesque residential neighborhood, conveniently located just off the 210 and five minutes from the 110, with free parking directly across the street. For more information about the Ninth Circuit Court of Appeals, please visit: <http://www.ca9.uscourts.gov>

POSITION DESCRIPTION

This is an excellent position for an articulate, organized individual with a clean driving record who can drive a van and lift 50 lbs. or more. You will deliver mail, supplies and equipment to judges and staff throughout the Pasadena courthouse. The position requires daily travel to downtown Los Angeles, and occasional travel to other court office locations in the greater LA area to pick up and drop off mail and supplies. Integrity, accountability, flexibility and customer service are key components of this job. The position reports to the Senior Deputy Clerk and is located in the Clerk's Office in Pasadena.

REPRESENTATIVE DUTIES

- Receives, sorts and distributes mail.
- Receives deliveries and restocks storerooms.
- Maintains an inventory of supplies, materials and court property.
- Organizes and keeps order in storerooms and warehouse.
- Distributes materials, supplies and equipment.
- Assists with conference room and courtroom preparation and setup.
- Moves/transport property and people as required.

QUALIFICATIONS

- High school graduate or equivalent.
- Two years of general work experience.
- Experience driving a van for transporting materials and equipment.
- Valid drivers license; clean driving record.
- Excellent organizational skills; Highly attentive to detail.
- Proficient with email and experienced with Windows-based applications.
- Able to easily lift 50 pounds or more.
- Able to operate office equipment (postage meter, copier, phones, scan/fax machines).
- Able to follow directions, follow up on requests and effectively organize requisitions.
- Excellent customer service and communication skills, ability to work well with others.
- Experience operating a pallet jack.

PREFERRED QUALIFICATIONS

- Associate's degree or higher.
- Inventory experience.

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 care insurance.
- Participation in both the Federal Employees Retirement System and the Thrift Savings Plan (similar to a 401K, with employer matching).
- Mass transit subsidy (budget dependent).

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.

TO APPLY

Please submit a resume, a detailed cover letter which clearly demonstrates how you meet the qualifications, and three (3) professional references to: MR@ca9.uscourts.gov.

To ensure consideration, please submit these materials by **February 16, 2016**. 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.