



## U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

### VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	Administrative Assistant - Calendar Unit
<b>LOCATION:</b>	San Francisco, CA
<b>SALARY/CLASSIFICATION LEVEL:</b>	\$30,677 (CL 22/1)
<b>TERM:</b>	1 year <i>(Renewable dependent on performance and budget)</i>
<b>CLOSING DATE:</b>	Open until filled <i>Priority consideration given to applications received by <b>April 15, 2016</b>.</i>
<b>START DATE:</b>	Immediately

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#### ABOUT THE COURT

The Ninth Circuit Court of Appeals hears appeals from the district courts located within its circuit, as well as appeals from decisions of federal administrative agencies. The Court has 45 judges and approximately 500 employees in multiple locations throughout the western U.S. Main court offices are located in San Francisco, with divisional offices in Pasadena, Seattle and Portland. The San Francisco courthouse is conveniently located in a beautiful historic building 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>

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#### POSITION DESCRIPTION

This is an excellent opportunity for a college graduate interested in the legal field who wants to become familiar with court operations. This position is located in the Clerk's Office and reports to the Calendar Supervisor. The Calendar Unit is responsible for setting the Court's hearing schedule and for providing judges with necessary case materials. Representative duties include data entry, copying, scanning, faxing, proofing, responding to requests from judges and attorneys, sending notices to attorneys, reviewing case materials for potential recusal issues, shipment of case materials and assisting others as needed. The successful candidate will have a cheerful, professional demeanor and enjoy working within a diverse team environment.

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## REQUIRED QUALIFICATIONS

- High school diploma (Bachelor's degree preferred)
- Proficiency with email, Windows applications and Adobe Acrobat
- Superior verbal and written communication skills
- Excellent organizational skills and attention to detail
- Strong customer service ethic; demonstrated initiative
- 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
- Heavy lifting (65 lbs.)

## PREFERRED QUALIFICATIONS

- B.A. with a 3.5 GPA
- Familiarity with legal concepts and documents
- Prior legal work experience

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## 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).
- Mass transit subsidy (budget dependent).
- On-site gym and café.

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## 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.

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## TO APPLY

Please submit a detailed cover letter and resume which clearly describe how you meet the above listed qualifications, along with 3 references to: [CAL@ca9.uscourts.gov](mailto:CAL@ca9.uscourts.gov)

To ensure consideration, please submit these materials by **Friday, April 15, 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.