



**Office of the Circuit Executive
United States Courts for the Ninth Circuit
San Francisco, California**

Job Announcement 16-02

Position: Conference and Training Assistant
Location: San Francisco, CA
Classification Level/Salary: CL-23/24 (\$38,011 - \$68,417) Depending on qualifications
Closing Date: July 28, 2016 (*or until position is filled*)

Organization

The Office of the Circuit Executive provides policy development, administrative and staff support to: (1) the Ninth Circuit Judicial Council (pursuant to 28 U.S.C. § 332), a governing board of federal judges with jurisdiction over the federal courts in nine western states, Guam, and the Northern Mariana Islands; (2) the Chief Circuit Judge; (3) the United States Court of Appeals for the Ninth Circuit; and (4) the federal courts within the Ninth Circuit. The Ninth Circuit, headquartered in San Francisco, is the largest federal circuit in the United States. For additional information on our organization, functions, staff, or employment benefits, visit our web site at <http://www.ca9.uscourts.gov>. Incumbent will work under the supervision of the Assistant Circuit Executive (ACE) for Judicial Conference and Education.

Duties and Responsibilities

1. Responsible for providing administrative support for the Conference and Education Unit activities and programs, primarily for the annual Ninth Circuit Judicial Conference (Conference), other circuit-related conferences, workshops, and meetings, such as the New Judges Orientation, and programs organized by the Education Programs Administrator coordinating programs for the Pacific islands.
2. Coordinates Conference registration and event management in collaboration with the web site developer and Conference planners. Organizes on-site Conference logistics and coordinates with Circuit Executive Conference staff. Registers speakers' and special guests' information, contacts individual participants to resolve problems, answers questions, or follows up and collects funds on existing balances of conference attendees.
3. Receives, accounts for, and supervises the deposit of funds, and processes all refunds related to the Conference. Follows a system of internal controls to assure proper segregation of accounting functions and error prevention.
4. Oversees and schedules on-site coordination, provides staff support at the Conference site and assists in organizing the work of Conference registration desk staff, registering participants, distributing materials and providing required administrative support, and tracking and accounting for attendance for special events. Responsible for production of Conference materials that may involve printing, assembling, and oversight of shipment of equipment and materials.
5. Copies, collates and distributes agenda materials for committee meetings and programs as requested. Arranges conference calls, proofreads and assembles information for minutes, reports, and studies; and maintains unit files and Conference supplies. Assists with organization of committee dinners and lunches.
6. Prepares Excel reports and payment forms for monthly Pacific Island credit card statements, makes hotel reservations for individual judges, as requested, and prepares purchase orders and assists in preparing the annual report for the Department of Interior.
7. Tracks program-related expenses for Pacific Island education programs, prepares cover sheets for invoices, enters data in financial spreadsheets, and maintains fiscal year binders with invoices and receipts organized by grant.
8. Summarizes evaluation forms from education surveys and assessments. Maintains and posts periodic updates to websites: the Pacific Judicial Council, the Lawyer Representatives, and others as needed.

Education/Experience Requirements

Bachelor's degree required. CL-23 Level: Minimum two years of progressively responsible experience in administrative support role, in a professional office environment, which required maintaining sensitive and confidential information and data, gathering, organizing and maintaining data using computers, word processing using Windows (WordPerfect or Microsoft Word), proofreading reports, and maintaining financial records. Ability to lift boxes 25+ pounds when preparing and unpacking for meetings and conferences. To qualify for the CL-24 Level, minimum of one year of event and conference planning experience in coordinating registration and on-site

operations plus CL-23 level experience.

Desirable qualifications, knowledge, skills, and abilities

- Knowledge of event and conference planning and office administration with an ability to work independently and problem solve.
- Minimum two years of event and meeting operations management experience.
- Public service oriented: courteous manner with a flexible, patient, and tactful attitude.
- Skill in interpersonal communications, including the ability to use tact and diplomacy in dealing effectively with all levels of managers, staff, judicial officers, and internal and external customers.
- Ability to exercise mature judgment and discretion.
- Skill in project management, organizing information, managing time and multiple work assignments effectively, including prioritizing and meeting tight deadlines.
- Ability to coordinate, maintain, and update information and data files in a timely manner.
- Skills in written and oral communications, including writing, editing, and proofreading of documents for spelling, grammar, punctuation, style, abbreviations, and format.
- Skill in basic accounting and expense tracking.
- Thorough knowledge and skill in use of personal computers and software applications, such as MS Word, MS Excel, MS PowerPoint, Adobe Acrobat, Adobe Designer, MS Windows, graphics programs, or closely related programs. Experience with conference management software such as C-VENT a plus.
- Thorough knowledge of desktop applications, including knowledge of office procedures and operation of standard office equipment such as scanners, photocopiers, and fax machines.

Benefits

Employees of the United States Courts are not covered by the Office of Personnel Management's civil service classifications or regulations. However, they are entitled to the same benefits as other federal government employees. Some of these benefits are:

- 10 holidays per year; 13 days of sick leave per year; 13 days of vacation leave for the first three years, increasing to 20 days after 3 years and 26 days after 15 years
- Choice of a variety of **federal health insurance** programs with a government contribution. Health premiums are deducted as pre-tax dollars
- Optional **life insurance** program with a government contribution
- Optional participation in **vision, dental, disability insurance** program and **Flexible Spending Program** - Pre-tax contributions for health, dependant care, and transportation expenses
- Optional participation in **Long Term Care Insurance** available to employees and to eligible family members
- Mandatory participation in the Federal Employees Retirement System with small employee contribution. Full social security coverage is provided
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- Public transportation subsidy (dependent on fiscal year funding)
- Creditable service time in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits

Conditions of Employment

- Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements.
- Selected applicants are hired provisionally pending the results of a background investigation and fingerprinting.
- This position is subject to electronic deposit of salary payment.
- Positions with the U.S. Courts are "excepted service" positions. Employees are "at will."
- No relocation expenses are permitted.
- Periodic travel required.

Application Information

Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. Submit cover letter, resume, and salary history **as a single PDF file** by e-mail to Personnel@ce9.uscourts.gov, by fax to (415) 355-8901, or by mail to:

**Office of the Circuit Executive
United States Courts for the Ninth Circuit
Attention: Conference and Training Assistant
P.O. Box 193939
San Francisco, California 94119-3939**

Government franked envelopes may not be used to send resumes or applications.

The United States Courts are EQUAL OPPORTUNITY EMPLOYERS.