



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

## VACANCY ANNOUNCEMENT

---

<b>POSITION:</b>	<b>SUPERVISING STAFF ATTORNEY</b>
<b>LOCATION:</b>	San Francisco, CA
<b>SALARY RANGE/CLASSIFICATION:</b>	CL30 (\$94,741 - \$154,037) <i>Depending on experience and qualifications.</i>
<b>CLOSING DATE:</b>	Open until filled <i>Applications reviewed as received; priority given to applications received by <b>August 8, 2016.</b></i>

---

### POSITION SUMMARY

The court has an opening for an attorney to supervise paralegals and case managers in the Office of Staff Attorneys. The Supervising Attorney reports to the Senior Staff Attorney/Chief Deputy and is responsible for managing the workflow to and from legal support staff, and ensuring that staff work product consistently meets court standards for quality and quantity. The Supervising Attorney also assists the Clerk in developing and updating the Circuit Rules and General Orders.

### Representative duties include:

- Supervise, develop, and mentor paralegals and case managers; oversee daily unit operations.
- Fairly and equitably delegate, prioritize, monitor, and review work assignments.
- Ensure all written work product is clear and accurate, and complies with court format and style.
- Identify areas for improvement and redesign processes to implement new ideas and better work procedures.
- Identify and meet training needs of staff, e.g. update existing training materials, develop new training materials, maintain internal websites.
- Assess and document employees' performance. Manage personnel issues and recommend appropriate action.
- Participate in the hiring process and provide orientation for new staff. Draft position descriptions, performance standards; develop teleworking plan and assess teleworking eligibility.
- Serve as courtroom deputy; train new courtroom deputies.
- Process procedural motions and present to panel or commissioner, as needed.
- Assume case management responsibilities for complex civil matters, as needed.
- Assist the Senior Staff Attorney/Chief Deputy in developing long- and short-term goals for the efficient functioning of the unit.
- Liaise with other court units regarding work processing issues.
- Advise court staff and litigants on court rules and procedures.
- Assist the Clerk in ushering court rules through the amendment process.

---

## REQUIRED QUALIFICATIONS

- Juris doctor degree from an accredited college or university.
- Admission to practice before the highest court of any American state, commonwealth, territory, or possession.
- Minimum of 5 years post-JD legal work experience.
- Minimum of 2 years supervisory experience.
- Ability to demonstrate sound ethics and good judgment at all times.
- Excellent written and oral communication skills.
- Experience responding to the needs of senior leaders within an organization.
- Demonstrated ability to meet established deadlines and commitments.
- Ability to interact in a positive and professional manner with users at all levels of the court.
- Experience mentoring, developing, and training direct or indirect reports.

## PREFERRED QUALIFICATIONS

- Federal court experience.
- Familiarity with federal court rules and procedures.

---

## BENEFITS

- Vacation time accrues at a rate of 13 days per year the first three years; increases 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 disability long-term care insurance.
- Participation in both the Federal Employees Retirement System and the Thrift Savings Plan (similar to a 401K, with employer matching).
- On-site gym and café.
- 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, and are subject to a 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 with a detailed cover letter which clearly describes how you meet the above listed qualifications for this position, along with 3 references to: [deputy@ca9.uscourts.gov](mailto:deputy@ca9.uscourts.gov)

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