



**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: October 7, 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>.

Position Overview

The incumbent will work under the supervision of the Assistant Circuit Executive (ACE) for Judicial Conference and Education. The Conference & Training Assistant provides administrative support for a variety of Conference and Education Unit activities and programs.

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. Using Cvent or other event planning software, coordinates Conference registration and event management in collaboration with the web site developer and Conference planners. Registers speakers' and special guests' information, and contacts individual participants to resolve problems, answer questions, or follow 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. Responsible for production and shipment of Judicial Conference materials and on-site coordination. This involves scheduling staff support at on-site, assisting in the organization of the registration desk, registering participants, and providing support, tracking, and accounting for attendance at special events
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
6. Assists with organization of committee dinners and lunches
7. Assists Education Programs Administrator with travel arrangements as requested, tracks monthly expenditures, prepares Excel reports and payment forms for monthly Pacific Island credit card statements, and assists in preparing the annual report for the Department of Interior
8. 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
9. 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
10. Other duties as assigned

Education/Experience Requirements

- Bachelor's degree required.
- CL-23: 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: 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 problem solve
- Minimum two years of event and meeting operations management experience
- Public service oriented: courteous manner with a flexible, patient, and tactful attitude
- Strong customer service orientation; demonstrated initiative
- Strong 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 work independently while demonstrating a willingness to follow specific directions and work as part of a team
- Ability to exercise mature judgment and discretion
- Experience 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
- Ability to perform basic accounting and expense tracking
- Thorough knowledge and skills 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 Cvent 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
- Able to lift boxes 25+ pounds when preparing and unpacking for meetings and conferences.

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:

- Vacation time accrues at a rate of 13 days per year for the first three years, increasing to 20 days after 3 years and 26 days after 15 years
- Sick time accrues at a rate of 13 days per year
- 10 holidays per year
- Choice of a variety of employer subsidized federal health and life insurance plans.
- Available vision, dental, and disability insurance programs and Flexible Spending Programs - pre-tax contributions for health, dependent care, and transportation expenses
- Optional participation in Long Term Care Insurance available to employees and eligible family members
- Participation in the Federal Employees Retirement System with employee contribution and full social security coverage.
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- Public transportation subsidy (dependent on fiscal year funding)
- Creditable service with other federal agencies and/or the military will be used to compute employee benefits
- On-site gym and café

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 requires electronic deposit of salary payment.
- Positions with the U.S. Courts are "excepted service" positions. Employees serve "at will."
- Employees are subject to *The Judicial Code of Conduct*.
- No relocation expenses are permitted.
- Periodic travel required.

Application Information

Previous applicants need not reapply. 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
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The United States Courts are EQUAL OPPORTUNITY EMPLOYERS.