



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

Job Announcement 16-04

Position: Conference Coordinator
Location: San Francisco, CA
Classification Level/Salary: CL-25/26 (\$46,504 - \$83,223) Depending on qualifications
Closing Date: Open until filled; priority given to applications received by December 8, 2016

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>. The incumbent will work under the supervision of the Assistant Circuit Executive (ACE) for Judicial Conference and Education.

Duties and Responsibilities

1. Sourcing: initiates, evaluates, and finalizes the search for suitable meeting and conference locations.
2. Negotiates contracts on behalf of the Ninth Circuit and Office of the Circuit Executive (OCE).
3. Acts as the key contact and liaison with facility managers, department heads and other representatives.
4. Manages on-site logistics at hotels or meeting facilities, negotiates with outside vendors for housing, equipment, large and small group activities, and meal functions.
5. Working with the Conference Executive Committee, the OCE's Financial Managers, the Administrative Office of the U.S. Courts, and the Attorney Admissions Fund Committee, the Conference Coordinator establishes, prepares, and monitors the budgets for conferences OCE meetings, and associated events.
6. Oversees contract implementation, reviews conference receipts, authorizes disbursement of appropriate payment, and participates in the reconciliation of all conference funds.
7. Assists in the monitoring of contracts and ensure terms are met.
8. Makes recommendations based on research and maintains records of all contacts.
9. Prepares documents, correspondence and reports.
10. Develops, updates, and maintains statistical information, reports, and forms.
11. Collects, prepares, analyzes, validates, and reconciles statistical information and reports.
12. Assists with the coordination and scheduling of training programs. Updates and maintains automated database.
13. Provides input to the annual budget based on anticipated meetings.
14. Participates in special projects related to administrative service functions.

Education/Experience Requirements

- Bachelor's degree required.
- CL-25 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-26 Level: Minimum of two years of event and conference planning experience in coordinating registration and on-site operations plus CL-25 level experience.

Desirable qualifications, knowledge, skills, and abilities

- Expert knowledge of event and conference planning and office administration with an ability to work independently, problem solve, and guide and organize the work of others.
- Skill in negotiating to resolve problems. Ability to plan, organize and coordinate large meetings and conferences. Skilled at managing constantly changing multiple priorities.
- Minimum two years of progressive responsibilities in event and meeting operations management experience.
- Knowledge of organization principles, practices, methods, and techniques. Ability to anticipate and plan for short-term and long-term needs. Ability to evaluate and compare levels of quality versus cost.
- Ability to follow detailed instructions. Ability to deliver quality work products.

- Public service oriented: courteous manner with a flexible, patient, and tactful attitude.
- Excellent skills 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.
- Excellent skills in written and oral communications, including writing, editing, and proofreading of documents for spelling, grammar, punctuation, style, abbreviations, and format.
- Expert 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 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.
- Member of Society of Government Meeting Professionals (SGMP) or similar professional organization is helpful.

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

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 Coordinator (16-04)
P.O. Box 193939
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The United States Courts are EQUAL OPPORTUNITY EMPLOYERS.