



# UNITED STATES COURT OF APPEALS FOR THE NINTH CIRCUIT

## VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	<b>STAFF ATTORNEY</b>
<b>SALARY/CLASSIFICATION:</b>	\$86,663 (Classification Level 28)
<b>LOCATION:</b>	San Francisco, CA
<b>TERM:</b>	1 year
<b>CLOSING DATE:</b>	Open until filled

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### ABOUT THE COURT

The Ninth Circuit Court of Appeals is one of 12 regional federal courts. Circuit courts hear appeals from the district courts located within their circuit, as well as appeals from decisions of federal administrative agencies. Headquartered in San Francisco with courthouses in Pasadena, Seattle and Portland, the court serves nine western states, Guam and the Mariana Islands.

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 SUMMARY

The Ninth Circuit Court of Appeals has one-year term openings for staff attorneys in the Research Unit and the Motions Unit of the Office of Staff Attorneys. Staff attorneys report to the Chief Deputy via a supervising staff attorney and provide substantive legal analysis, advice and assistance on appeals pending before the Court and on other court-related legal issues.

Representative duties include:

- Review district court and agency records, parties' briefs and other documents filed on appeal, conduct in-depth legal research, and analyze relevant issues.
- Prepare draft dispositions explaining the factual and legal bases for deciding appeals.
- Appear before three-judge panels and orally submit recommended dispositions for ready motions or appeals.
- Analyze motions for reconsideration or petitions for rehearing and recommend disposition to three-judge panels.
- Process emergency and other time sensitive matters in expedited manner for presentation to judges.
- Respond to public inquiries and requests for information or assistance from judges or other court staff.
- Meet court standards for quality, quantity and timeliness of work.

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## REQUIRED QUALIFICATIONS

- Minimum of 1 year post-JD legal work experience; two years preferred.
- Advanced ability to comprehend and apply a wide range of legal concepts, principles, and practices.
- Advanced ability to conceptualize complex legal problems and solutions and articulate them clearly, succinctly and effectively, both orally and in writing.
- Advanced ability to receive and apply instruction and to progress to a level of professional independence at which less supervision is required.
- Computer proficient. Advanced ability to use computer-assisted legal research services.
- Advanced ability to manage workload, to take increasing responsibility for work product, to be self-motivated, to respond quickly to expedited matters, to meet deadlines, and to accommodate demands for increased productivity.

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## PREFERRED QUALIFICATIONS

- Admission to practice before the highest court of any American state, commonwealth, territory, or possession
- Federal court experience
- Immigration or habeas experience

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## BENEFITS

- 10 paid holidays; 13 paid vacation days; 13 sick days accrued per year
- Optional participation in programs including: Choice of federal health plans, Federal Employees Group Life Insurance, Flexible Benefits Program (health and dependent care), Commuter Benefit Program, and Long-Term Care Insurance. Mass transit subsidy available.

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## 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 for the Ninth Circuit is an Equal Opportunity Employer.

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## APPLICATION INSTRUCTIONS

Applications are accepted and reviewed on a rolling basis. Please submit a resume with a detailed cover letter which clearly describe how you meet the above listed qualifications for this position, along with 3 references to: [OSA@ca9.uscourts.gov](mailto:OSA@ca9.uscourts.gov)

Only those individuals invited for an interview will receive notice of their candidacy. Applicants selected for interviews must travel at their own expense. The Court may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible.

The Court reserves the right to modify the conditions of this position announcement or to withdraw the announcement, which may occur without prior written notice.