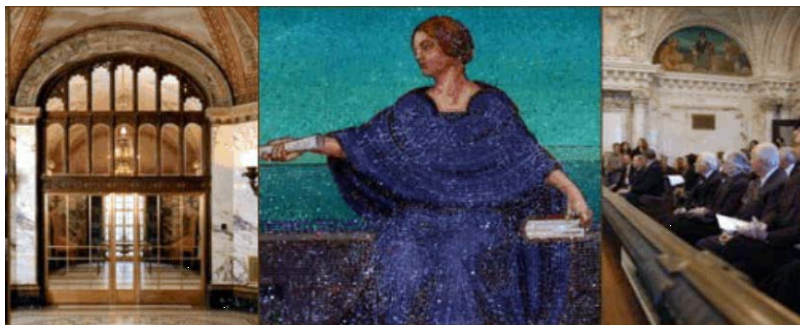


United States Court of Appeals for the Ninth Circuit



VACANCY ANNOUNCEMENT

POSITION:	ASSISTANT SECRETARY to the Honorable J. Clifford Wallace, Senior Circuit Judge
LOCATION:	San Diego, California
SALARY:	JSP Grade 9 \$54,920 - \$71,400 JSP Grade 10 \$60,481 - \$78,629 JSP Grade 11 \$66,447 - \$86,378 <i>depending on qualifications and salary</i>
CLOSING DATE:	Position open until filled <i>Applications reviewed as received; priority given to applications received by February 22, 2017.</i>
START DATE:	As agreed

ABOUT THE COURT

The Ninth Circuit Court of Appeals is one of 12 federal appellate courts. Circuit courts hear appeals from the district (trial) 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>.

POSITION OVERVIEW

Judge Wallace's chambers are located in the U.S. Courthouse in San Diego. The Assistant Secretary is a permanent staff member in the Judge's chambers, and works closely with the Judge's career law clerk to ensure the office runs smoothly. The nature of the position is approximately 90% administrative and 10% legal responsibilities. A successful candidate must have a pleasant and positive attitude and be able to work well in a small office environment with a diverse and frequently changing cadre of lawyers.

The Assistant Secretary will receive and assist visitors; answer phones and screen calls; transcribe machine dictation for the judge into final form; prepare correspondence and reports; help the Judge manage his involvement with various judicial committees and special events; and maintain office functionality, from ordering supplies to coordinating technical assistance. The Assistant Secretary is also responsible for the administrative aspects of preparing the Judge for calendar, which includes organizing calendar materials, acquiring court records, shipping materials, preparing expense reports, making travel arrangements, filing, and maintaining the Judge's business bank account.

The legal responsibilities for this job will evolve depending on the Assistant Secretary's interests and abilities. At a minimum, the incumbent will be responsible for proof reading orders and dispositions, assisting law clerks with bench book assembly, and conducting research related to court rules and procedures.

REQUIREMENTS

- Legal secretary experience (see compensation levels, below), preferably in a court environment.
- Demonstrated organizational and administrative skills.
- Computer proficiency with word processing, email, legal research and data entry.
- Ability to accurately transcribe machine dictation at 75 wpm.
- Familiarity with coordinating international travel.
- Excellent command of English grammar and spelling.
- Willing to work under the direction of Chambers' career law clerk.

For Grade JS 9: 2 years of general work experience plus 4 years of specialized work experience (defined as progressively responsible secretarial experience that involved responsibility as the principal office assistant to a supervisor who was dealing with legal matters).

Grade JS 10: 2 years of general work experience plus 5 years of specialized experience.

Grade JS 11: 2 years of general experience plus 6 years of specialized experience. A college degree may be substituted for general work experience; legal or paralegal training may be substituted for up to 2 years of specialized work experience.

Given the importance of this role in the judge's chambers and the amount of training involved, applicants must be willing to make a minimum of a 2-3 year commitment to the position.

BENEFITS

- Federal pension plan and optional employer-matching Thrift Savings Plan (similar to a 401K).
 - 10 paid holidays per year; up to 13 days of paid vacation for the first three years, increasing with tenure; 13 sick days accrued per year.
 - Choice of a variety of employer-subsidized federal health and life insurance plans. Optional dental, vision, and long-term care coverage.
 - Flexible spending account allows you to pay out-of-pocket health and dependent care expenses with tax-free dollars.
 - Free parking, mass transit subsidy also 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. 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 and a detailed cover letter which clearly demonstrates why you are the best person for this position, along with 3 references to: WAS@ca9.uscourts.gov by **February 22, 2017**.

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.