

# United States Court of Appeals for the Ninth Circuit



## VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	<b>ASSISTANT SECRETARY</b> to the Honorable Mary M. Schroeder, Senior Circuit Judge
<b>LOCATION:</b>	Phoenix, AZ
<b>SALARY:</b>	JSP Grade 9    \$51,283 - \$66,671 JSP Grade 10   \$56,475 - \$73,421 <i>depending on qualifications and salary</i>
<b>CLOSING DATE:</b>	Position open until filled <i>Applications reviewed as received; priority given to applications received by <b>April 28, 2017</b>.</i>
<b>START DATE:</b>	July 3, 2017 (or as agreed)

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### POSITION OVERVIEW

Judge Schroeder's chambers is located in the Sandra Day O'Connor U.S. District Courthouse in Phoenix, Arizona. The Assistant Secretary is a permanent staff member in the Judge's chambers and works closely with the Judicial Assistant to ensure the office runs smoothly. 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 staff of law clerks.

The Assistant Secretary manages case files from open to close, including filing, organizing calendar materials, acquiring court records, shipping materials, preparing Bench Books, preparing and circulating reports based on current data and transcribing machine dictation from the judge into final form. Duties will include preparing simple orders for the Judge's review and ultimate filing of orders, memorandum dispositions and opinions with the Clerk. Travel with the judge to provide secretarial support while on calendar to Pasadena and San Francisco and at times to Portland, Seattle, Honolulu and Anchorage will also be required.

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## REQUIREMENTS

- Must possess a strong legal support background. *See further qualification levels, below.*
- Excellent organization, communication and administrative skills.
- Computer proficiency with word processing, email, and legal research applications.
- Ability to accurately transcribe machine dictation at 75 wpm.
- Ability to lift boxes weighing up to 50 lbs.
- Ability to work collegially in a small working environment.
- Integrity, character, and good judgment.
- Ability to travel for 5-6 days at a time (approximately 4-6 weeks a year).

**Grade JS 9:** 2 years of general work experience plus 4 years of specialized work experience.\*

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

\* Specialized work experience is defined as progressively responsible secretarial experience that provided exposure to law-related matters (such as might be found in a law, insurance, or real estate office).

## PREFERRED QUALIFICATIONS

- Prior Ninth Circuit or federal court experience.
- Bachelor's degree from an accredited college or university.

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## 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 thereafter; 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.
- Mass transit subsidy.

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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.

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## **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>

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## **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: [assistant@ca9.uscourts.gov](mailto:assistant@ca9.uscourts.gov) by **April 28, 2017**.

Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. Applicants scheduled for interviews should advise the Human Resources department if any accommodation will be necessary to interview, must travel at their own expense, and relocation expenses will not be reimbursed.

The Court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written or other notice.