



U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

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| POSITION: | ADMINISTRATIVE ASSISTANT |
| LOCATION: | San Francisco, CA |
| SALARY/CLASSIFICATION: | \$31,548 (CL 22/1) |
| TERM: | 1 year <i>Renewable dependent on performance and budget.</i> |
| CLOSING DATE: | Open until filled <i>Priority given to applications received by May 31, 2017</i> |

ABOUT THE COURT

The Ninth Circuit Court of Appeals is one of 12 regional federal 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. The San Francisco courthouse is conveniently located one block from the Civic Center BART/Muni station. For more information about the Ninth Circuit Court of Appeals, please visit: <http://www.ca9.uscourts.gov>

POSITION DESCRIPTION

This is an excellent opportunity for a college graduate interested in law school who wants to become familiar with court operations. This position is located in the Clerk's Office in San Francisco and reports to the Deputy Clerk. Administrative Assistants help the Court across a variety of departments and units. Representative duties include copying, filing, collating materials, data entry, and docketing. Additional Courtroom Deputy responsibilities will also be assigned. Timeliness, flexibility, organizational skills, accuracy, and a strong work ethic are critical. Fast-paced environment. Heavy lifting required.

QUALIFICATIONS

- High school diploma (Bachelor's degree preferred)
- Proficiency with email, Windows applications and Adobe Acrobat (PDFs)
- Excellent communication skills
- Strong customer service orientation; demonstrated initiative
- Ability and willingness to follow specific directions and work as part of a team
- Demonstrated reliability and flexibility; must be able to effectively prioritize tasks
- Heavy lifting (65 lbs.)

PREFERRED QUALIFICATIONS

- BA degree with a 3.5 grade point average
- Familiarity with legal concepts and documents

BENEFITS

- Vacation time accrues at a rate of 13 days per year the first three years; increasing with tenure
- Sick days accrue up to 13 per year; 10 holidays
- Choice of a variety of employer-subsidized federal health and life insurance plans. Dental and vision coverage available. Flexible spending account program.
- Participation in both the Federal Employees Retirement System and the Thrift Savings Plan (similar to a 401K, with employer matching).
- On-site gym and café
- Transit subsidy (budget dependent)

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 is an Equal Opportunity Employer.

TO APPLY

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: deputy@ca9.uscourts.gov

To ensure consideration, please submit these materials by **May 31, 2017**.

More than one position may be filled from this announcement. 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.