



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

**Job Announcement 17-04**

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**Position:** Administrative Assistant to the Circuit Executive  
**Location:** San Francisco, CA  
**Classification Level/Salary:** CL-25/26 (\$47,789 - \$85,558) Depending on qualifications.  
**Closing Date:** Open until filled; priority given to applications received by June 15, 2017

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**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>.

**Position Overview**

The Administrative Assistant handles administrative and secretarial work for the Circuit Executive and the office, ensures efficient management of events, meetings, correspondences, reports and resources, analyzes problems and develops solutions, and serves as liaison to judges' chambers and all other court support units, as well as the Administrative Office and the Federal Judicial Center.

**Major Duties and Responsibilities**

1. Prepares correspondences, reports, meeting minutes, and other documents. Edits materials for accuracy, proper grammar, and spelling for the Circuit Executive's review and signature.
2. Applies, with high proficiency, software such as WordPerfect, Microsoft Word, PowerPoint, Excel, etc.
3. Creates and maintains files (electronic and paper).
4. Receives, screens, and refers phone calls, mail, and in-person visitors.
5. Answers routine inquiries and provides assistance to the public, judges and their staff, other court units, members of the bar, and the media, as authorized, maintaining the confidentiality of sensitive matters.
6. Researches inquiries and develops responses for the Circuit Executive, as delegated.
7. Makes travel arrangements and prepares travel reimbursements.
8. Maintains the Circuit Executive's calendar and schedule.
9. Organizes and coordinates meetings, conferences, and court and judicial ceremonies, including activities such as site planning, logistics, printing, security, refreshments, etc., as applicable.
10. Disseminates communications, as appropriate, and follows up on action items to ensure a comprehensive and coordinated response.
11. Adheres to the Guide to Judiciary Policy and the court unit's internal control procedures.
12. Requires approximately 10-20% travel throughout the Ninth Circuit annually.
13. Performs other job-related duties, as assigned.

**Education/Experience Requirements**

Candidates must have a high school diploma or the equivalent, at least five years administrative support role and/or executive assistant experience, including two years of progressively responsible experience in an administrative support role in a professional office environment. Bachelor's degree desired.

To qualify for the CL-26, a candidate must have at least 1 year of specialized experience at a CL-25. Specialized experience is defined as progressively responsible clerical or administrative experience that is in, or closely related to, administrative support and which demonstrates the particular knowledge, skills and abilities required to successfully perform the duties.

### **Desirable qualifications, knowledge, skills, and abilities**

- Excellent skills in written and oral communications, including writing, editing, and proofreading of documents for spelling, grammar, punctuation, style, abbreviations, and format.
- 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.
- Public service oriented: courteous manner with a flexible, patient, and tactful attitude.
- Skill in project management, organizing information, managing time and multiple work assignments effectively, including prioritizing and meeting tight deadlines.
- Thorough knowledge and skill in use of personal computers and software such as MS Office Suite, Adobe Acrobat, Adobe Designer, MS Windows, graphics programs, or closely related programs. Knowledge in SharePoint desired.
- Knowledge of organization principles, practices, methods, and techniques. Ability to anticipate and plan for short-term and long-term needs.
- Ability to follow specific directions, and also work independently, anticipate needs and problems, and maintain drive and commitment to do whatever it takes to complete assignments.
- Ability to identify and analyze problems, develop viable solutions, advocate when necessary, and follow through to completion. Ability to maintain strict confidentiality.
- Preferred knowledge of federal court operations helpful.
- Other duties as assigned.

### **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 within and outside the Ninth Circuit 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](mailto: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: Administrative Assistant (17-04)  
P.O. Box 193939  
San Francisco, California 94119-3939**

**The United States Courts are EQUAL OPPORTUNITY EMPLOYERS.**