



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

Job Announcement 17-07

Position:	Temporary Communications Assistant
Term:	Full-Time Temporary (6 Months)
Location:	San Francisco, CA
Classification Level/Salary:	CL-25 (\$47,789 - \$77,716 per year) Depending on qualifications
Closing Date:	Open until filled; priority given to applications received by October 5, 2017

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>. The incumbent will work under the supervision of the Assistant Circuit Executive (ACE) for Public Information.

Duties and Responsibilities

1. Assists in research, writing and editing articles and other content for print and electronic publications, including the Ninth Circuit Annual Report, annual circuit conference program, pamphlets, manuals, flyers and handbooks, and Intranet and Internet web sites.
2. Prepares draft press releases on court sittings, judicial appointments and transitions, and other matters using existing templates.
3. Assists the Public Information Officer in coordinating community outreach activities.
4. Provides administrative support for the unit. This involves maintaining media contact lists, news release and web posting logs, OCE publications inventory, judiciary photo and biography files; distribution of new releases via fax and e-mail; assembling media packets; fulfilling literature requests from schools, media and law libraries.
5. Works with the unit's Internet Web Developer and Graphics Assistant in providing graphics and production assistance for OCE Internet and Intranet web sites, and publications, page layout, photo and document scanning, word and imaging processing.
6. Assists with Government Printing Office orders and with obtaining bids for outside design and printing of publications; posts photos and text on OCE Internet and Intranet sites.

Education/Experience Requirements

At least three years of writing/editing experience, media relations and program management, consulting, or research experience on public information and/or policy issues. A bachelor's degree in communications, journalism, public relations, or related field is preferred.

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.
- Public service oriented: courteous manner with a flexible, patient, and tactful attitude.
- 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.
- Ability to write in journalistic style, adhering to Associated Press Style Guide.
- Experience in designing, writing, and publishing annual reports and other publications.
- Development of a wide array of information pamphlets, brochures, and packets.
- 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 applications, such as MS Word, MS Excel, MS PowerPoint, Adobe Acrobat, Adobe Designer, MS Windows, graphics programs, or closely related programs.
- Thorough knowledge of desktop applications, including knowledge of office procedures and operation of standard office equipment such as scanners, photocopiers, and fax machines.
- Ability to work independently.

Benefits

This position is temporary with a not-to-exceed (NTE) date of 180 days. This position will accrue annual and sick leave and is eligible to be paid for federal holidays during the year. Dependent on fiscal year funding, public transportation subsidy may be available. The court has an 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.
- Direct deposit of pay required.
- 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.

Application Information

Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. Submit cover letter, resume, writing sample, and salary history as a single PDF file by e-mail to 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: Temporary Communications Assistant (17-07)
P.O. Box 193939
San Francisco, California 94119-3939**

The United States Courts are EQUAL OPPORTUNITY EMPLOYERS.