



U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	Records Assistant
LOCATION:	San Francisco, CA
CLASSIFICATION LEVEL/SALARY:	CL 23 (\$39,073 - \$63,529)
TERM:	1 year - <i>Renewable based on budget and performance</i>
CLOSING DATE:	Open until filled <i>Priority consideration given to applications filed by October 16, 2017.</i>

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. The San Francisco courthouse is conveniently located one block from the Civic Center BART/Muni station.

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

The Records Assistant works as part of a team to ensure that judges, the bar and the public receive accurate and complete case records in preparation for an appeal. The record consists of all case-related documents filed with the originating court, including the notice of appeal, motions, orders and decisions. The Records Analyst will identify, retrieve, manage and file records that may exist in either electronic or paper format; review those records for completeness; troubleshoot when the record cannot be located; and ensure timely delivery to the requestor. The Records Analyst also analyzes and documents procedures and best practices within the unit.

REPRESENTATIVE DUTIES

- Order records from the originating court and review for completeness. Order State-lodged documents. Enter data concerning the receipt, distribution and return of district court records. Distribute materials as needed.
- Prepare and file Orders requesting materials.
- Store, scan, print, and route records materials and documents to appropriate destination, perform follow up for delivered documents.
- Answer phone and email inquiries from judges, the bar and the public. Assist with troubleshooting the location and content of records.
- Perform additional clerical duties, including general scanning, photocopying, mailing, emailing, filing, document delivery, and faxing.

QUALIFICATIONS

- High school graduation or equivalent, plus two years of general work experience; college degree strongly preferred, and may be substituted for general work experience.
- Working knowledge of Windows-based and browser-based applications.
- Experience with word processing applications and PDF documents.
- Excellent communication and interpersonal skills.
- Flexibility, strong organizational skills and attention to detail.
- Ability to streamline procedures and processes.
- Ability to manage and prioritize workflow.
- Ability to work within and positively contribute to a team environment.

PREFERRED QUALIFICATIONS

- BA degree with a 3.5 grade point average.
- Prior legal experience, 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 thereafter.
- 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. Optional long term care insurance.
- Participation in both the Federal Employees Retirement System and the Thrift Savings Plan (similar to a 401K, with employer matching)
- Mass transit subsidy (budget dependent); court is located one block from Civic Center BART station
- On-site gym and café.

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 and a detailed cover letter which clearly demonstrates why you are the best person for this position, along with 3 references to: RAHR@ca9.uscourts.gov by **October 16, 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.