

U.S. Federal Courts

Public Information Student Extern (Vacancy Announcement 18-01)



The Office of the Circuit Executive for the United States Courts for the Ninth Circuit is accepting applications for one unpaid student extern for our 2018 Public Information unit. Credits will be given as part of the school's clinical study or other academic programs where arrangements can be made with school faculty and administration. The student must be able to work up to 15-20 hours per week through the end of program. Start and end dates are flexible.

Organization: The Office of the Circuit Executive provides policy development, administrative, and staff support to: (1) the Ninth Circuit Judicial Council, a governing board of federal judges with jurisdiction over the federal courts of nine western states; (2) the Chief Circuit Judge; (3) the United States Court of Appeals for the Ninth Circuit; and, (4) as requested, to the federal courts within the Ninth Circuit. The Ninth Circuit, headquartered in San Francisco, is the largest federal circuit in the United States with jurisdiction over nine western states, Guam, and the Northern Mariana Islands.

Duties: Under the supervision of the Assistant Circuit Executive for Public Information, the incumbent will: 1) Assist with the Ninth Circuit Civics Contest, which includes reviewing contest entries, using the various contest related websites, social media outreach, printing contest flyers and posters, and communicating with contest registrants, 2) Prepares print materials, print labels, and packages for meetings or mailings, 3) Assist the Public Information Unit in coordinating community outreach efforts related to the Ninth Circuit Civics Contest, 4) Work 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, and 5) Assist with preparing and reviewing materials related to the Ninth Circuit Judicial Conference.

Requirements: The successful candidate will have at least one year of college level education with experience in writing/editing, media relations and program management, consulting, or research experience on public information and/or policy issues. A degree majoring in communications, journalism, public relations, or related field is preferred.

Desirable qualifications, knowledge, skills, and abilities:

- Excellent skills in written and oral communications, including editing and proofreading of documents for spelling, grammar, punctuation, and format.
- Public service oriented: courteous manner with a flexible, patient, and tactful attitude.
- Detail oriented with a desire to create finished projects that reflect a high level of quality and professionalism.
- Basic knowledge and skill in use of personal computers and software applications, such as MS Word, MS Excel, Adobe Acrobat, or closely related programs.
- Basic knowledge of desktop applications, and willingness to learn office procedures and operation of standard office equipment such as scanners, photocopiers, and printers.

- Familiarity with Adobe Photoshop and website editing would be a plus.
- Ability to work both independently and collaboratively.

TO APPLY: Mail, fax (415) 355-8901, or email to personnel@ce9.uscourts.gov a resume, transcript (official or unofficial), and short writing sample to:

Office of the Circuit Executive
U.S. Courts for the Ninth Circuit
P.O. Box 193939
San Francisco, CA 94119-3939
Attn: PI Extern Recruitment

Deadline for submission of application materials is Friday, February 9, 2018, or until position is filled. For additional information on our organization, visit, www.ca9.uscourts.gov.

The United States Courts is an Equal Employment Opportunity Employer.