



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

Job Announcement 18-07

Position:	Assistant Circuit Executive (ACE) for Administration
Term:	Full-Time Permanent
Location:	San Francisco, CA ¹
Classification Level/Salary:	CL-30 (\$99,571 - \$161,829 per year) Depending on qualifications ²
Closing Date:	Open until filled; priority given to applications received by September 14, 2018

Organization

The Office of the Circuit Executive (OCE) 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 Deputy Circuit Executive.

Duties and Responsibilities

1. Serve as advisor to the Circuit Executive (CE), Deputy Circuit Executive (DCE), the Judicial Council and its committees, and court units within the Circuit, providing staff support and expert level guidance on financial and administrative functions, services and systems, internal controls, practices, policies, and procedures.
2. Responsible for the development and maintenance of a model Internal Controls Manual, Court Unit Budget Operating Plan, and other documentation and resources in compliance with The Guide to Judiciary Policy (Guide), statutes, and other authorities.
3. Oversee the OCE's audits and internal controls processes, develop and maintain internal controls to ensure proper segregation of accounting functions; designated to prevent errors and detect fraud. Supervise and manage all aspects of financial management and financial practices, including non-appropriated funds and fees collected.
4. Act as a consultant to the CE and DCE, making recommendations for improvements as to the overall effectiveness of the financial and administrative functions, processes, and systems. This includes the design, development, and implementation of new and improved automated methods, systems, and procedures
5. Provide leadership and guidance related to audits, including the development of effective audit procedures, instruments, and remedies.
6. Prepare statistical reports, projections, and analyses regarding a wide variety of fiscal matters before the OCE.
7. Prepare financial reports as required by the Judicial Council and Administrative Office (AO).
8. Oversee the preparation of the OCE's annual budget, spending, and necessary written and oral presentation to the Chief Circuit Judge, Judicial Council and CE. Monitor funding allotments and associated spending and make recommendations on appropriate adjustments as required and authorized. Oversee purchasing activities and contracts to ensure purchases and financial commitments comply with procurement rules and regulations.
9. Develop strategies to influence authorities and facilitate decision making regarding the financial and administrative operations of the courts and court units.
10. Oversee and manage paper and electronic records management systems for active and inactive records and administrative and financial services for the OCE in a manner that is fiscally sound, use appropriate technological solutions for maximum levels of accuracy and efficiency.
11. Provide expert level assistance to court units within the Circuit in the areas of audit and internal controls, advise the court units of changes required to avoid audit findings, offer assistance with annual internal self-assessments, cyclical financial audits and financial and administrative systems, particularly national systems such as the Judiciary Information Financial Management System (JIFMS), Judiciary Inventory Control System (JICS), and other financial and administrative systems. Review audit reports for court units within the Ninth Circuit, make recommendations and implement improvements.
12. Supervise and manage the implementation and maintenance of the inventory control system in accordance with the Guide.
13. Direct, develop, and mentor staff involved with financial and administrative services activities, by establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary matters.
14. Prepare financial forecasts based on spending patterns, funding formulas, and needs of the OCE.
15. Serve as the OCE's representative on Ninth Circuit and/or national projects related to financial and administrative services functions. Coordinate and monitor various local fiscal projects.

¹ An alternative duty station within the Ninth Circuit may be considered.

² Advertised salary is for San Francisco, CA. Salary will vary for other duty station locations.

16. Ensure that the CE, DCE, and OCE employees are kept informed of regulations and procedures issued by the AO relating to financial and administrative matters.
17. Provide administrative and staff support to the Circuit Judicial Council and its committees, with respect to the designated area of expertise. Conduct research, analyze alternatives, prepare appropriate recommendations, and identify courses of action. This includes special projects assigned by the Chief Judge, members of the Judicial Council, the CE or the DCE.
18. Perform analysis and compile statistical reports as assigned. Make appropriate recommendations to the CE based on in-depth analysis.
19. Support and provide management oversight to staff designated to perform procurement management functions for the OCE. May perform quarterly audits of the financial statements for non-appropriated funds and may monitor disbursements from non-appropriated fund accounts.
20. Keep current on, analyze, and implement changes to statutes, rules, and procedures which affect the financial and administrative operations of the office and court units within the Ninth Circuit.
21. Serve as a clearinghouse or resource for information among courts in the circuit regarding financial and administrative services.
22. Coordinate and facilitate circuit-wide advisory groups, working teams, or other similar groups, comprised of chief judges, judges, court unit executives (CUEs), and other stakeholders throughout the Circuit.
23. Serves as a liaison to the AO on issues necessary to court unit activities related financial and administrative services.
24. May serve as a certifying officer and authorize payment vouchers in accordance with standards and policies
25. Identify the need for new programs, services, and solutions to assist court units.
26. Establish priorities, identify solutions, develop short- and long-range program and project milestones and timelines, and ensure deadlines are met.
27. Work effectively with judges and senior-level administrative staff as an effective representative of the Ninth Circuit in the national context.
28. Manage the unit's program budget, personnel, and other resource requirements.
29. Design and manage training programs and support employee, team and organizational learning and development to assure continued optimum functioning in a changing environment.
30. Perform other duties as required.

Education/Experience Requirements

- An undergraduate degree is required; an advanced degree in public or business administration is preferred.
- At least five years of specialized experience in court administration. Appropriate educational substitutions may be credited as one year of experience.
- At least four years of supervisory experience required.
- Familiarity with the federal courts and the regulations and policies of the executive and/or judicial branch of the federal government is desirable.

Desirable qualifications, knowledge, skills, and abilities

- Knowledge of court operations and the powers and responsibilities of the Judicial Council derived from sections under Title 18 and 28, United States Code, as well as from delegations from the Judicial Conference of the United States, the Administrative Office, and other authorities. Knowledge of Administrative Office and Judicial Conference policies and procedures as set forth in the Guide to Judiciary Policy regarding court administrative functional areas. Knowledge of the local court policies and procedures regarding assigned areas of responsibility. Knowledge of court culture and organizational dynamics. Knowledge of resources available from the Administrative Office and Federal Judicial Center to achieve the mission of the court (i.e., contacts, manuals, training, etc.).
- Knowledge and expertise in program/project content. Skill in developing and implementing programs and initiatives. Skill in coordinating and monitoring projects. Skill in analyzing the potential impact of policy changes. Skill in analyzing complex issues, conducting research, providing supporting information and/or statistics, identifying courses of action, and making recommendations on court-related matters. Skill in coordinating with other courts or circuits, the Administrative Office, or the General Services Administration, etc. Skill in meeting planning and coordination.
- Knowledge of judiciary budget, financial, and procurement practices, procedures, and regulations. Skill in planning resources for groups and organizations. Knowledge of judiciary and local travel regulations.
- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Outstanding oral and written communication skills and the ability to present complicated financial information in a graphic, visual format for non-financial audiences. Skill in facilitating meetings, influencing decision-makers, and providing training. Skill in establishing cooperative working relationships with staff throughout the circuit. Skill in facilitating, mediating, and implementing desired outcomes with judges, senior managers, unit executives, and court staff. Skill in providing advice on complex matters. Skill in working with internal and external customers. Skill in preparing reports and presentations.
- Knowledge of and skill in using current information technology applications and capabilities.
- Experience with automated and web-based accounting and other financial procurement payment systems.
- Intermittent travel required.

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.
- 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
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The United States Courts are EQUAL OPPORTUNITY EMPLOYERS.