

Supervisory Staff Attorney, Immigration
Salary: CL 31 (\$156,235 - \$172,500)
San Francisco, CA



Position Overview

The Office of Staff Attorneys (OSA) is accepting applications for the position of Supervisory Staff Attorney, Immigration. The Supervisory Staff Attorney reports to the Director of OSA and is responsible for providing leadership within the office, managing the immigration motions case work, and supervising staff attorneys.

We're looking for a strong communicator with sound ethics and good judgment, who is comfortable operating in a fluid and complex environment, and using new technology. The ideal candidate will be practical, flexible, and creative. The candidate will be both big picture and detail-oriented, able to understand and prioritize institutional needs, while fostering a positive workplace culture with clear expectations and benchmarks. To be successful in this position, the candidate must be adept at managing tight timelines and making decisions with a high level of personal accountability.

Representative Duties

- Manage, assign, and track OSA's immigration motions case work
- Maintain substantive knowledge of legal issues
- Develop and lead efforts to improve immigration case processing within OSA
- Supervise staff attorneys
- Participate in hiring, training, and office administration
- Collaborate and liaise with office leadership and other court units

Position Qualifications

- J.D. from an accredited law school
- Minimum of 8 years post-JD legal work experience, including significant immigration experience, with at least 2 years in a supervisory role
- Federal court experience

Total Rewards and Work-Life Balance

Salary*: Depending on qualifications and experience, \$156,235 – 172,500 (CL 31)

Time off: 13 days of paid vacation for the first three years, increasing with tenure thereafter, 13 sick days accrued per year, 10 paid holidays.

Benefits: Employer subsidized health and life insurance plans. Dental, vision, flexible spending account, and long-term care plans available. Employer sponsored pension plan and supplemental retirement contribution plans with employer match.

Other Perks: Telework opportunities, mass transit subsidy, reasonable work hours, team environment, and on-site gym.

How to Apply

Please submit a PDF application packet through the Career Portal that includes:

- 1) cover letter clearly describing how you meet the qualifications for the position
- 2) resume
- 3) three references

Priority given to applications received by September 28, 2021. Applicants scheduled for interviews should advise the Human Resources department if any accommodation will be necessary to interview. Position open until filled.

Conditions of Employment

U.S. citizen or a permanent resident in the process of applying for citizenship. Direct deposit of pay required. Successful applicants are provisionally hired pending results of background investigation and fingerprinting. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Employees are required to adhere to the [Code of Conduct for Judicial Employees](#). The Ninth Circuit reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice.

Equity Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.