

Administrative Assistant
\$39,386 to \$64,076* (CL 22)
San Francisco, CA

Are you interested in a position that supports the federal Judiciary's mission of ensuring equal justice under the law? This is an excellent opportunity for a college graduate interested in a legal career who wants to become familiar with court operations. The U.S. Courts of Appeals for the Ninth Circuit is seeking a talented Administrative Assistant to join our team.



Representative Duties

- This position is located in the Clerk's Office in San Francisco and reports to the Chief Deputy Clerk. Administrative Assistants help the Court across a variety of departments and units.
- Copying, filing, collating materials, data entry, and docketing, as well as coordinating and leading school and group tours and other civic outreach efforts.
- Courtroom Deputy responsibilities will also be assigned.
- Timeliness, flexibility, organizational skills, accuracy, and a strong work ethic are critical. Fast-paced environment. Heavy lifting may be required.
- The successful candidate will have a cheerful, professional demeanor and enjoy working within a diverse team environment.

Required Qualifications

A high school diploma and:

- Proficiency with email, window applications and Adobe Acrobat; ability to work independently or in a team environment; demonstrated, proactive, problem-solving approach; excellent communication and interpersonal skills; strong customer service ethic; and ability to understand and apply established rules and procedures.
- Bachelor's degree or familiarity with legal concepts and documents preferred

Total Rewards and Work-Life Balance

Salary*: Depending on qualifications and experience, \$39,386 to \$64,076* (CL 22)

Time off: 13 days of paid vacation for the first three years, increasing with tenure thereafter, 13 sick days accrued per year, 11 paid holidays.

Benefits:

- Federal pension plan and optional employer-matching Thrift Savings Plan (similar to a 401K).
- Choice of a variety of employer-subsidized federal health and life insurance plans. Optional dental, vision, and long-term care coverage.
- Flexible spending account to pay out-of-pocket health and dependent care expenses with tax-free dollars.

Other Perks: Eligibility for Public Service Loan Forgiveness Program; public transit subsidy; alternate work schedules; and reasonable work hours.

How to Apply

Please submit a PDF application through the Court's [Career Portal](#) that includes:

- (1) cover letter detailing your qualifications and experience performing the representative duties;
- (2) current resume

Only complete applications will be considered.

Next Steps

Priority application deadline: April 18, 2024.

Tentative interviews week of April 29, 2024.

Video conference interviews available.

Position open until filled.

Conditions of Employment

Must be a U.S. citizen or permanent resident in the process of applying for citizenship. 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](#). Direct deposit of pay required.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, for any reason including, but not limited to, budgetary issues. Said modifications may occur without prior written or other notice. The court requires all its employees to be vaccinated and boosted against COVID 19 absent an exemption from the requirement based on a documented medical reason or a sincerely held religious belief.

Equal Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The 9th Circuit 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.