

**Administrative Assistant  
Space and Facilities Unit  
\$59,705 - \$97,047 (CL 25)  
San Francisco, CA**



Are you highly motivated and looking to work with a top-notch team? Do you possess excellent organizational and communication skills? Can you stay cool under pressure? Can you work well both independently and as part of a team? If you are interested in a position that supports the federal judiciary's mission of ensuring equal justice under the law, come join our talented and diverse team at the Office of the Circuit Executive!

**About the Office**

The Office of the Circuit Executive (OCE) serves the Ninth Judicial Circuit of United States. It is the largest federal circuit in the country, comprising nine western states and two territories. The OCE serves the Court of Appeals as well as all District Courts, Bankruptcy Courts, Probation and Pretrial Offices, and Federal Public Defender's Offices within the Ninth Circuit.

The OCE was created by statute to provide professional administrative staffing to circuit councils, which are composed primarily of judges engaged full-time in deciding cases. The OCE provides administrative support to the Judicial Council of the Ninth Circuit and its various committees. It also provides direct services to all the judicial court units in the Circuit. All OCE responsibilities flow from directives of the Judicial Council or the Chief Judge of the Ninth Circuit. The OCE is organized around the Council's core functions.

The OCE is committed to providing professional support to the Judicial Council and all court units within the Ninth Circuit and ensuring the highest level of public trust in the administration of justice. This support includes identifying needs, conducting studies, proactively developing and implementing innovative policies, providing training, providing public information and human resources support, coordinating building and IT projects, and advising the Council on procedural and ethical matters.

We aspire to create an environment of mutual respect and collaboration, and to cultivate a culture of acceptance and connectedness that honors the diverse backgrounds of the people who live in the Ninth Circuit.

**About the Role**

The Administrative Assistant performs administrative support services for the Space and Facilities Unit. The incumbent ensures the efficient management of Unit affairs, including meeting planning, correspondence, issuance of funds for space and facilities projects, and review of bills. The incumbent also analyzes problems, develops solutions within the context of judiciary and partner agency policy guidelines, and works closely with other federal agencies involved in Space and Facilities and Security projects across the Circuit. The incumbent standardizes the Space and Facilities Unit's procedures and provides support and guidance to the Unit staff to ensure administrative consistency and excellence.

The primary focus of the job is to perform a variety of administrative activities, ensuring strict accuracy and adherence to applicable policies, regulations, and protocols. The incumbent's work enhances the Unit staff's ability to work effectively and impacts the entire office and the Circuit. The work encompasses developing administrative guidelines which facilitate the effective management of the office. The Administrative Assistant contributes to the mission of the office by providing quality service in a professional, courteous, and efficient manner.

Representative duties include:

- Serve as the administrative assistant for the Space and Facilities Unit; provide other assistance to all Unit staff.
- Prepare executive correspondence, meeting minutes and other materials, from templates or samples, or own notes, for review and signature. Maintain logs and files for unit. Edit materials prepared by others for accuracy, proper grammar, and spelling.
- Provide assistance as needed in planning, running, and follow up for Ninth Circuit Judicial Council committee meetings.
- Maintain logs of project expenditures, billings, and payment for space and facilities committees. Track expenditures against annual budgets and monitor expenditures for compliance with judiciary policy. Maintain documents and records as needed for internal controls related to Space and Facilities projects.

### **Required Qualifications**

- An Associates or Bachelor's degree with 2+ years of \*specialized experience; or 5+ years working in a professional office setting.
- Knowledge of administrative practices, methods, and techniques.
- Skill in managing an executive office in a professional atmosphere.
- Superior ability in proofreading documents for spelling, grammar, punctuation, style, abbreviations, and correct legal citation formats.
- Strong administrative organizational skills such as hard and electronic file maintenance, record-keeping, reporting, and preparation of presentation materials.
- Ability to solve administrative problems and recommend alternatives and solutions.
- Skill in assisting with planning, organizing, and handling logistical arrangements for meetings, conferences, and events.
- Advanced application knowledge of the Microsoft Office suite and Zoom.
- Excellent skills in interpersonal communications, including the ability to use tact and diplomacy in dealing effectively with all levels of managers, staff, judges, and internal and external customers.
- Ability to maintain strict confidentiality and discretion.

\*Specialized experience is defined as progressively responsible clerical or administrative experience that is in, or closely related to, administrative support and which demonstrates the knowledge, skills and abilities required to successfully perform the duties.

## Preferred Qualifications

- Experience with government procurement standards, design or construction industry administrative processes, and/or the General Services Administration.
- A strong preference will be given to the candidate who can leverage technology to work efficiently and effectively.
- Knowledge of SharePoint, Excel, OneNote, and PowerPoint desired.

## Position Details

Location: this position is based at the James R. Browning United States Courthouse at Mission and 7th Street in San Francisco, California. Occasional travel within the Ninth Circuit may be required. Relocation expenses will not be reimbursed.

Reports to: Assistant Circuit Executive for Space and Facilities.

Collaborates with: Judges, court unit executives, managers, peers, and staff, as well as outside partners in other government agencies, including the General Services Administration and U.S. Marshals.

## Rewards & Perks

Salary: \$59,705 to \$97,047 (CL 25), depending on qualifications and experience.

Time off: 11 paid holidays, 13 vacation days, and 13 sick leave days per year. After three years (including any prior federal work experience), vacation days accrue at a higher rate.

## 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: telework opportunities may be available; eligibility for Public Service Loan Forgiveness Program; public transit subsidy; alternate work schedules; reasonable work hours; and on-site gym at the Browning Courthouse.

## How to Apply

Please submit a **single PDF** through the [Career Portal](#) that includes:

- (1) a cover letter directly responding to this vacancy announcement
- (2) an up-to-date resume
- (3) a list of three work references.

**Only applications with a cover letter, resume, and references will be considered.**

### **Next Steps**

- Priority given to applications received by **February 15, 2024**.
- 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 OCE. Employees are required to adhere to the [Code of Conduct for Judicial Employees](#). Direct deposit of pay is required. The Court requires all its employees to be vaccinated against COVID-19 absent an exemption from the requirement based on a documented medical reason or a sincerely held religious belief.

The OCE 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.

### **Equity Focused Employer**

We value diversity and are committed to equity and inclusion in our workplace. The OCE 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.