

# UNITED STATES COURT OF APPEALS FOR THE NINTH CIRCUIT

## VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	<b>CHIEF DEPUTY, LEGAL</b>
<b>LOCATION:</b>	<b>San Francisco, CA</b>
<b>CLASSIFICATION LEVEL/SALARY:</b>	<b>JS 16</b>
<b>CLOSING DATE:</b>	<b>Open until filled</b> <i>Priority consideration given to applications received by August 21, 2009.</i>

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### POSITION OVERVIEW

This position is located in San Francisco and reports to the Clerk of Court. The Chief Deputy is a senior level manager responsible for the oversight and management of all legal functions. The incumbent works closely with judges to ensure timely and accurate legal research support, including case screening. The incumbent also works closely with the bar and other federal agencies, providing information and direction regarding federal and circuit rules, as well as the appellate process.

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### REPRESENTATIVE DUTIES

- Develops, implements, and perfects administrative and managerial techniques, systems, methods, programs and procedures with regard to cases processed by the Office of Staff Attorneys.
- Serves in an advisory capacity to the Clerk concerning policy matters affecting case processing.
- Assists in the development of guidelines by which FRAP and local rules are applied in cases filed with the court.
- Develops organizational goals and objectives, including the establishment and adjustment of long range schedules, priorities and deadlines for completion of work assignments. Studies continuing problems in the quantity and quality of work and takes or recommends necessary corrective actions.
- Assigns and explains work requirements to subordinate levels of supervision for new or changed programs, functions, goals and processes.
- Through consultation with the Clerk, is responsible for the establishment of product standards. In addition, the Chief Deputy is responsible for ensuring those standards are met.
- Acts for the Clerk as required.

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## MINIMUM REQUIREMENTS

Candidates must have a minimum of six years of progressively responsible, successful and substantive administrative experience (3 of which must be managerial) in public service or business.

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## PREFERRED QUALIFICATIONS

- Law school graduate.
- Member of the bar of a state, territorial or federal court of general jurisdiction.
- Extensive management experience in the federal judiciary. The successful candidate should be a leader, motivator and highly organized.
- Experience managing a team of attorneys across multiple disciplines and experience levels.
- Experience responding to the needs of multiple senior leaders within an organization.
- Excellent verbal and communication skills.
- Demonstrated ability to successfully resolve personnel matters.

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## CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or resident alien from a country that has a defense treaty with the U.S. and must be eligible to work in the U.S. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are at will and can be terminated with or without cause by the Court. Employees will be hired provisionally pending the results of a background investigation. Employees agree to abide by the Judicial Code of Conduct. Direct deposit of pay required.

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## APPLICATION INFORMATION

Please submit a resume and a detailed cover letter which clearly demonstrates why you are the best person for this position, along with 3 references to:

[HR@ca9.uscourts.gov](mailto:HR@ca9.uscourts.gov) (Please include job code **INT-CDLegal** in the subject line).

To ensure consideration, please submit these materials by **August 21, 2009**. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice.

**The U.S. Court of Appeals for the Ninth Circuit is an Equal Opportunity Employer.**