



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

Job Announcement 17-05

Position: Deputy Circuit Executive
Duty Station Locations: San Francisco, CA
Classification Level/Salary: JSP-16 (\$167,998 - \$172,100)
Closing Date: Open until filled.

Organization

The Office of the Circuit Executive 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>. This position serves as the Second-in-Command to the Circuit Executive, with full supervisory and administrative responsibilities for the Office of the Circuit Executive. The Deputy Circuit Executive reports to and assists the Circuit Executive in providing administrative support to the Chief Judge, the Judicial Council, and the courts of the circuit. The Circuit Executive's Office supports the U.S. Ninth Circuit Court of Appeals, district courts, bankruptcy courts, probation, pretrial, and Federal Defender offices within the Ninth Circuit.

Major Duties and Responsibilities

1. Provide advice to the Circuit Executive and the Chief Circuit Judge, as requested, regarding office management and policy. Resolve problems in the delivery of office services to judges or among office units;
2. Provide staff support to the Chief Circuit Judge and the Judicial Council of the Ninth Circuit. Plan agenda, schedule, and organize semi-annual meetings. Anticipate the need for different groups of judges to discuss issues and recruit qualified speakers to make presentations on these issues. Supervise and coordinate the participation of the Assistant Circuit Executives at these meetings and manage the implementation of decisions made or preferences expressed at these meetings;
3. Supervise and assist in the implementation of policy decisions and initiatives of the Chief Circuit Judge and the Circuit Executive by the Assistant Circuit Executives and the chairs of council committees;
4. Supervise, counsel, and support the Assistant Circuit Executives in their program and personnel responsibilities;
5. Assist the Circuit Executive as the Secretariat for the Judicial Council and the Court of Appeals;
6. Conduct research and prepares reports. Develops materials for submission to the Council and Court.
7. Represent the circuit at public meetings or with external groups, as requested;
8. Supervise the overall functioning of the operations and administration of the office in consultation with the Circuit Executive;
9. Manage the budget, procurement, and fiscal management aspects of the office;
10. Act on behalf of the Circuit Executive or Assistant Circuit Executives, when required.

Education/Experience Requirements

Education: Graduation from a four-year college or university is required. A graduate degree in law, judicial, public, or business administration, and federal judicial administrative and/or operational experience is highly desired. A law degree requires graduation with a Juris Doctor (JD) degree (or equivalent) from a law school that has been accredited by a recognized accrediting authority, and admission to practice before the highest court of a State, Territory, Commonwealth, or possession of the United States.

Experience: Requires a minimum of six (6) years of progressively responsible administrative, professional, or legal experience. Experience in the federal judiciary, particularly in the budget and fiscal management area is strongly preferred. One year of the required experience must have been at, or equivalent to, the next lower grade in federal service. At least three (3) years specialized experience in a position of substantial management responsibility.

Desirable qualifications, knowledge, skills, and abilities

- Knowledge of all aspects of judiciary policies and procedures, such as the Guide to Judiciary Policies and Procedures and similar texts;
- Thorough knowledge of the concepts, principles, policies and theories of management and administrative processes;
- Applicant must possess strong writing, analytical, communication and interpersonal skills, as well as demonstrated ability to exercise mature judgment.
- Knowledge of legal terminology, court rules and procedures, and the policies of the circuit;
- Knowledge of the operation of all court and court unit types;
- Knowledge of stewardship principles;
- Ability to lead a team of managers;
- Ability to work effectively to achieve project goals with individual and groups of Judges;
- Ability to communicate effectively and appropriately with judges, court unit executives, lawyers and others, including public speaking and written reports;
- Ability to exercise tact, diplomacy and judgment based upon required ethical standards;
- Ability to analyze and resolve difficult system, political and interpersonal conflicts or problems;
- Ability to manage multiple projects, reporting requirements, and accountability in a highly organized manner, responsive to changing deadlines and priorities.

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 full background investigation and fingerprinting.
- The salary for this position is paid by electronic deposit.
- Positions with the U.S. Courts are "excepted service" positions. Employees serve "at will."
- Employees are subject to the *Judicial Code of Conduct*.

Application Information

Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. Submit cover letter, resume, 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
Attention: Deputy Circuit Executive (17-XX)
P.O. Box 193939
San Francisco, California 94119-3939**

The United States Courts are EQUAL OPPORTUNITY EMPLOYERS.