

# United States Court of Appeals for the Ninth Circuit San Francisco, California



## RECRUITMENT ANNOUNCEMENT 16-06

**POSITION:** Circuit Executive  
**LOCATION:** San Francisco, California  
**SALARY:** Up to \$203,100 annually (based upon qualifications and experience)  
**OPENING DATE:** November 10, 2016  
**CLOSING DATE:** January 12, 2017 (or until position is filled)

**POSITION OVERVIEW:** The Judicial Council for the Ninth Circuit seeks applications from qualified persons for the position of Circuit Executive.

The Circuit Executive is appointed by the Judicial Council of the Ninth Circuit pursuant to 28 U.S.C. Section 332(e). The Circuit Executive serves as Secretary to the Council and exercises administrative powers and performs duties delegated by the Council. Under the general direction of the Chief Judge, the Circuit Executive provides such administrative services as implementing policies, developing programs, organizing and staffing council committees, organizing circuit judicial conferences, administering a budget, and other duties mandated by Congress or the Judicial Conference of the United States. The Circuit Executive also serves as liaison to the Administrative Office of the United States Courts, the Federal Judicial Center, all court units within the various states in which the circuit is located, the United States Marshal's Office, federal, state and local bar associations, civic groups, news media and other private and public groups having an interest in the administration of the courts.

The Circuit Executive oversees the Office of the Circuit Executive, which has 39 employees. The Office of the Circuit Executive, in its support of the Chief Judge and the Judicial Council, coordinates a wide range of administrative matters for all federal courts within the circuit, including space and facilities, media relations, security, information technology and communications, caseload management, employment dispute resolution, and the selection and reappointment of bankruptcy judges and federal public defenders. The position requires significant travel. For additional information about the Judicial Council, visit:

[http://www.ca9.uscourts.gov/judicial\\_council/judicial\\_council.php](http://www.ca9.uscourts.gov/judicial_council/judicial_council.php)

**QUALIFICATION REQUIREMENTS:** Applicants must possess a demonstrated record of senior level administrative and management experience in public service or business that provided a thorough understanding of organizational, procedural, and human aspects in managing an organization. In addition, applicants must have a JD or LL.B. degree, or a postgraduate degree in public, court, or business administration (or related field) and strong analytical, communication, and interpersonal skills. Managerial experience in a court environment and understanding of the administration of the federal court system are preferred.

**CONDITIONS OF EMPLOYMENT:** U.S. citizenship is required, or must meet requirements under current law. Employees of the court serve “at will,” and as such, can be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures **do not** apply to court employees. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. All applicant information is subject to verification. The appointment is provisional and contingent upon the satisfactory completion and approval of a background investigation. Direct deposit of pay required.

**BENEFITS OF EMPLOYMENT:** Accrual of annual and sick leave, paid federal holidays, health and life insurance plans, federal retirement program, long-term care insurance, vision and dental insurance, and the Thrift Savings Plan (similar to a 401K).

**APPLICATION INSTRUCTIONS:** Submit cover letter and comprehensive resume, outlining education and employment background, salary history, and other relevant information by **January 12, 2017** to:

United States Court of Appeals for the Ninth Circuit  
Circuit Executive Search Committee  
95 7<sup>th</sup> Street  
San Francisco, CA 94103  
Attn: Ms. Pinky Argonza

Electronic submissions should be sent to: [circuitexecutivesearch@ce9.uscourts.gov](mailto:circuitexecutivesearch@ce9.uscourts.gov)

**NINTH CIRCUIT PROFILE:** The United States Courts for the Ninth Circuit, headquartered in San Francisco, consists of the U.S. Court of Appeals for the Ninth Circuit, the federal district and bankruptcy courts in the 15 judicial districts within the circuit, and associated administrative units that provide various services to the courts. Judicial districts within the Ninth Circuit include the districts of Alaska, Arizona, Central California, Eastern California, Northern California, Southern California, Hawaii, Idaho, Montana, Nevada, Oregon, Eastern Washington, Western Washington, the U.S. Territory of Guam and the Commonwealth of the Northern Mariana Islands. The establishment of the Ninth Circuit in 1866 began the development of the federal judicial system for the western United States. It is the largest and busiest federal circuit in the nation. The Ninth Circuit Court of Appeals is authorized 29 judgeships. The district courts within the circuit have 112 authorized judgeships.

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