

# United States Court of Appeals for the Ninth Circuit



## VACANCY ANNOUNCEMENT

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<b>POSITION:</b>	<b>CIRCUIT MEDIATOR</b>
<b>LOCATION:</b>	San Francisco, California
<b>SALARY:</b>	CL Grade 31 (\$111,453 - \$160,300) CL Grade 32 (\$130,711 - \$170,400) <i>depending on qualifications and salary</i>
<b>CLOSING DATE:</b>	<b>October 31, 2016</b>
<b>START DATE:</b>	January or February 2017

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The United States Court of Appeals for the Ninth Circuit invites applications from qualified persons for the position of Circuit Mediator.

The court is seeking to fill two positions.

### POSITION OVERVIEW

The Circuit Mediation Office, currently staffed by a Chief Circuit Mediator and seven Circuit Mediators, facilitates settlement discussions among parties and their counsel in civil and administrative appeals.

The Circuit Mediators conduct mediations telephonically and in person, facilitate negotiations, manage conflict, promote parties' understanding of the legal, practical, personal and financial ramifications of the litigation, help parties develop options to continued litigation, and provide follow up.

Additionally, the Circuit Mediators review cases to assess settlement potential, draft orders, assist parties with procedural matters, and educate the bar about the court's mediation program.

Travel throughout the Ninth Circuit is required.

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## REQUIREMENTS

- Juris Doctor degree from an ABA-approved law school.
- Admission to practice before the highest court of any American state, commonwealth, territory, or possession.
- At least six years of post-law school experience, ten years preferred, a substantial portion of which must have involved litigation or appellate work, preferably in federal courts.
- Mediation experience and formal mediation training strongly preferred.
- Thorough knowledge of civil litigation and the federal rules of civil and appellate procedure.
- Ability to work independently without supervision, exercise discretion in all aspects of the work, maintain party confidences, deal tactfully and compassionately with individuals in conflict, lead negotiations, and work well within a court environment.
- Superior analytical, problem-solving and consensus-building skills, as well as outstanding written and oral communication abilities, strong interpersonal skills, and a demonstrated ability to work effectively and cordially with professional and administrative staff.
- Emotional intelligence, integrity and good judgment.

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## BENEFITS

- Federal pension plan and optional employer-matching Thrift Savings Plan (similar to a 401K).
- 10 paid holidays per year; up to 13 days of paid vacation for the first three years, increasing with tenure thereafter; 13 sick days accrued per year.
- Choice of a variety of employer-subsidized federal health and life insurance plans. Optional dental, vision, and long-term care coverage.
- Flexible spending account which allows payment of out-of-pocket health and dependent care expenses with tax-free dollars.
- On-site gym and café.
- Mass transit subsidy.

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## CONDITIONS OF EMPLOYMENT

- Must be a U.S. citizen or a permanent resident in the process of applying for citizenship.
- 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 and fingerprinting.
- Employees are subject to the *Judicial Code of Conduct*.
- Direct deposit of pay required.
- The U.S. Court of Appeals is an Equal Opportunity Employer.

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## ABOUT THE COURT

The Ninth Circuit Court of Appeals is one of 13 federal appellate courts. Circuit courts hear appeals from the district courts located within their circuit, as well as appeals from decisions of federal administrative agencies. Headquartered in San Francisco with courthouses in Pasadena, Seattle and Portland, the Court serves nine western states, Guam and the Mariana Islands.

For information about the Ninth Circuit Court of Appeals, please visit: <http://www.ca9.uscourts.gov>

For information about the Circuit Mediation Office, please visit: <http://www.ca9.uscourts.gov/mediation>

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## APPLICATION INSTRUCTIONS

An application package must include a cover letter, resume, list of three references, and responses to the supplemental questionnaire (see page 4 of the vacancy announcement).

Please submit applications by email as **a single PDF attachment** to [circuitmediator@ca9.uscourts.gov](mailto:circuitmediator@ca9.uscourts.gov)

To ensure consideration, please submit these materials by **October 31, 2016**. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice.

## SUPPLEMENTAL QUESTIONNAIRE

Please submit answers to all of the questions below with your application packet no later than **October 31, 2016.**

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1. What is interesting to you about this position?
2. Describe any mediation or other relevant training you have had.
3. Describe your experience as a mediator, negotiator, or advocate in the mediation process and how the experience has prepared you for this position.
4. Describe a specific challenge you have faced in a mediation or a negotiation and what you did to overcome it.
5. Describe your most satisfying mediation or negotiation.
6. How would the participants in a mediation or negotiation in which you have been involved describe you?
7. Describe your experience as an attorney, including federal court and appellate experience.
8. Why do you believe you would make a good Ninth Circuit Mediator?