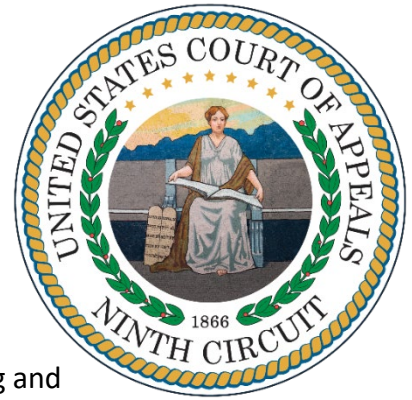


Space and Facilities Assistant
\$55,330 to \$89,924 (CL 24)*
San Francisco, CA



The Space and Facilities Assistant reports to and works closely with the Space and Facilities Supervisor as a member of the Court of Appeals Space and Facilities department.

The Space and Facilities Assistant develops and maintains daily, monthly, and annual priorities, adjusting as needed through regular communication. They provide excellent customer service, performing and coordinating administrative and technical work related to the day-to-day building projects and court-related activities in accordance with court approved policies, procedures and internal controls.

Representative Duties

- Monitor, coordinate, and react to day-to-day facilities management issues involving building systems (heating, cooling, lighting, and cleaning), structures, grounds, and security.
- Assist the Facilities Supervisor for building events, including afterhours for judges and outside groups.
- Coordinate and assign chambers and meeting rooms for visiting judges to accommodate staffing needs. Coordinate computer needs with IT staff.
- Maintain updated space calendars and the schedule for the GSA van shuttle.
- Back-up Facilities Supervisor in commuter check inventory and distribution.
- Track and maintain Facility Access Cards (FAC), activate and de-activate employees.
- Assist with parking assignments at Browning Courthouse.
- Attend GSA Bi-weekly meetings and maintain meeting minutes for Facilities Supervisor to ensure the completeness and timeliness of project delivery.
- Knowledge of mailroom procedures to serve as backup mail clerk and supply clerk.
- Order and update chambers directory signs for newly appointed judges and visitors.
- Participate in the coordination of security project issues with the U.S. Marshals Service as they relate to court space.
- Maintain inventory of emergency supplies and re-orders.
- Act as an escort to vendors upon request
- Perform other related duties, as assigned or required.

Required Qualifications

- At least one year of specialized experience.
- A valid CA driver's license
- Ability to communicate effectively (orally and in writing) with individuals and groups.
- Some lifting of boxes and movement of furniture or equipment, approx. 50lbs is required.

- Court experience is strongly preferred.

Total Rewards and Work-Life Balance

Salary*: Depending on qualifications and experience, \$55,330 to \$89,924 (CL 24)

Time off: 13 vacation days; 13 sick leave days; 11 paid holidays

- Benefits: Employer subsidized health and life insurance plans. Dental, vision, flexible spending account, long-term care plans available. Employer sponsored pension plan and supplemental retirement contribution plans with employer match.
- Other Perks: Mass transit subsidy, reasonable work hours, team environment, and enhanced vacation accrual-based tenure.

How to Apply

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

- 1) Cover letter detailing your qualifications and interest in the position;
- 2) Current Resume.

Only applicants submitting a completed application packet will be considered.

Next Steps

Priority consideration will be given to applicants who apply by February 14, 2025

Tentative interview dates include: The week of February 24, 2025.

Video conference interviews available.

Position open until filled.

Conditions of Employment

U.S. citizen or a permanent resident in the process of applying for citizenship. Direct deposit of pay required. 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 the Court. Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

The Court 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 9th Circuit 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.