

U.S. District Court
Northern District of Ohio
Career Opportunity
VA #18-11



Paralegal to U.S. Magistrate Judge

Location: Cleveland, Ohio

Reports to: Magistrate Judge

Position Type: Full-time permanent

Area of Consideration: All qualified applicants

Classification: JSP-7 to JSP-11

Salary Range: \$43,053 - \$82,835

Posted: April 18, 2018

Closes: Opened until filled – first consideration will be given to applications received by May 2, 2018.

The U.S. District Court for the Northern District of Ohio is comprised of eleven authorized District Judgeships, two senior judges, and seven magistrate judges. The Northern District of Ohio is headquartered in Cleveland and has divisional offices in Akron, Toledo and Youngstown. The Court has an immediate opening for a Paralegal to a U.S. Magistrate Judge in our Cleveland courthouse. Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience. Promotion to JSP-11 without further competition.

POSITION SUMMARY:

The chambers Paralegal performs administrative and legal duties. This position assists the judge in managing the daily activities of the office, managing and monitoring cases, and performing assigned paralegal and legal activities in a fast paced and high volume environment. Duties include but are not limited to:

- Reviewing legal documents for completeness and accuracy; conducting legal research; composing and preparing correspondence, orders and documents, some of which will require substantive research, analysis, or special handling.
- Performing administrative duties such as preparing and processing correspondence; receiving, screening and responding to telephone and in-person inquiries; coordinating the judge's schedule and maintaining necessary communication and updates with internal and external parties and stakeholders; preparing and processing travel and payment vouchers; preparing and processing financial disclosure reports and reports of non-case related travel; scheduling meetings; maintaining office supplies and inventory of office equipment; placing calls for repair of office equipment and physical plant.
- Tracking, monitoring and updating calendars/schedules, filings, hearings, etc. to ensure deadlines are met, tasks are prioritized, and action items are identified; reviewing daily reports to identify new filings; screening cases for potential conflict and maintaining recusal list.
- Maintaining chambers information and related storage and filing systems, including financial disclosure information, legal resources, case filings, correspondence, publication, forms and other documents.
- Compiling information and data to prepare routine and ad hoc reports.
- Filing orders, notices, and opinions in the court's electronic filing system; creating and updating standard templates and documents.

- Coordinating assignments and distributing information for chambers staff; provide orientation and training for chambers staff as requested; maintain time, attendance, and leave records for staff.
- Manage and resolve facilities, budgetary, and technology issues as necessary.

QUALIFICATIONS: (Qualifications must be met at the time of application)

Qualifications for all levels are pursuant to the Judiciary Salary Plan (JSP) for the U.S. Courts.

For JSP-7, completion of the requirements for a bachelor's degree from an accredited college or university, or a paralegal certificate from an accredited paralegal program. For JSP-8 to JSP-11, applicants must meet the qualifications for JSP-7 **and** have progressively responsible experience that is in or closely related to the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position. The number of years of progressively responsible experience required for JSP-8 to JSP-11 are:

- JSP-8 - six months of experience,
- JSP-9 - one year of experience,
- JSP-10 - two years of experience, and
- JSP-11 - three years of experience **OR** a juris doctor (JD) from a law school of recognized standing.

Applicants should have:

- Must have the ability, skill, experience and motivation to successfully complete a steep learning curve in no more than 30 days as to analyzing case files and completing drafting assignments in social security appeals and federal habeas corpus petition cases.
- Must be willing and available to work evenings and weekends when required by the demands of the docket.
- Knowledge of federal court administrative rules, procedures and protocols, knowledge of legal terminology, and case management systems (CM/ECF is preferred); ability to conduct legal research and analysis and acquire subject matter content as necessary
- Skill in managing a court calendar and associated tasks and activities; skill in coordinating assignments for self and others while ensuring timely communication to all stakeholders.
- Excellent administrative and organizational skills; working knowledge of automated equipment and software including word processing, spreadsheets, PowerPoint, databases, case filing, case management, and research systems; ability to conduct research on internet and intranet.
- Skill in writing and editing legal documents with considerable accuracy, speed, attention to detail, and proper use of the English language and legal citations.
- Ability to interact effectively and maintain cooperative relationships with judges, chambers staff, and other court personnel to support the work of the judge; ability to communicate effectively with attorneys, parties, and jurors; ability to convene meetings, make oral presentations, and communicate results of research and analysis clearly and concisely orally and in writing.

BENEFITS:

Employees of the U.S. District Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid vacation and sick leave days; and paid holidays
- Participation in pre-tax benefit programs (health, dental, and vision insurance programs, flexible spending accounts, commuter reimbursement benefit)
- Group life insurance and long term care insurance
- Participation in the Federal Employees Retirement System (FERS)
- Traditional (pre-tax) and Roth (post-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions

- Federal court employees can join the Federal Court Clerks Association, a national, professional court organization
- Fitness center
- Transit subsidy

HOW TO APPLY:

Email the following documents IN A SINGLE PDF to apply@ohnd.uscourts.gov. ALL DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:

- Subject of Email should read: **Vacancy 18-11-Paralegal**
- Cover Letter addressing your particular skills and experience; with an explanation of how those skills and experience may contribute to the organization.
- Current Resume.
- List of three (3) professional references.
- Completed Employment application (AO78) found at this link:
<http://www.ohnd.uscourts.gov/careers>

These applications will be held in the strictest confidence. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

First consideration will be given to application packets received not later than the close of business (5:00 p.m. EST), on Wednesday, May 2, 2018.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

All applicants must be a U.S. Citizen or be eligible to work in the United States. All appointments subject to FBI Fingerprint background investigation; with periodic reinvestigation, if applicable. Retention depends on favorable suitability determination. Judiciary employees serve under excepted appointments, and are considered "at will" and can be terminated with or without cause by the Court. All appointments are subject to mandatory electronic funds transfer. All employees are required to adhere to the Code of Conduct for Judicial Employees that is available to review at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.