



**Vacancy Announcement
JC-11/17
UNITED STATES COURT OF APPEALS
FOR THE THIRD CIRCUIT**

Announcement Date: **November 6, 2017**
Position Title: **PARALEGAL**
Location: **Philadelphia, PA**
Closing Date: **Open until filled. Preference given to applications received by
November 24, 2017**
Classification Level: **Judicial Salary Plan (JSP) Grade 11 (Min. \$64,820 - Max.
\$84,263) based upon qualifications and experience.**

POSITION OVERVIEW:

Article III Federal Appellate Court Judge seeks a Paralegal to perform administrative and legal duties. The Paralegal is a permanent staff member in the Judge's chambers. The Paralegal assists the Judge in the daily activities of the office, performing administrative management, legal, and related paralegal duties as assigned by the Judge. The successful candidate will have a pleasant and positive attitude, excellent organizational skills, the ability to act as the institutional memory of a small office with a staff of law clerks, most of whom stay a year or two, and the initiative to ensure smooth-running operations when the Judge is out of the office.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Perform legal and related paralegal duties as assigned by the Judge. Review legal documents for completeness and accuracy. Conduct legal research. Compose and prepare correspondence, procedural orders, and documents that may require substantial research or analysis. Includes cite checking, proof-reading, maintaining electronic case files and databases, and preparing for various judicial committees and events.
- Assist the Judge in the daily activities of the office, providing administrative support, including copying, proofreading, filing, ordering supplies, maintaining equipment, and coordinating technical assistance.
- Prepare correspondence and reports; type draft and final form opinions and bench memoranda.
- Perform case management, including continued record retention and follow-up of pending cases, organizing calendar materials, acquiring and returning court records.
- Manage Judge's calendar, ensuring that the Judge is aware of and prepared for all commitments and appointments, and reminding clerks of critical deadlines.
- Perform case checks for potential conflicts of interest.
- Make travel arrangements and prepare expense reports.
- Submit the Judge's annual financial disclosure and non-case-related travel reports.
- Receive and assist visitors; answer phones and screen calls.
- Track and maintain staff time and attendance.
- Serve as a liaison to all other court support units on behalf of the Judge.

REQUIREMENTS:

- A juris doctor (JD) from a law school of recognized standing is required.
- Must possess a strong legal, administrative, or paralegal background.
- Excellent organization, communication, and administrative skills.
- Knowledge of how to conduct legal research and analysis.
- Strong skill in writing and editing legal documents with accuracy, speed, and attention to detail. Skill of grammar, spelling, style, and use of the English language, including the use of proper legal citations.
- Ability to work independently. Self starter with strong motivation and initiative.
- Ability to interact effectively and tactfully with a wide variety of people and the ability to adapt to changing priorities.
- Must be well versed in Microsoft Word and Excel and proficient in use of email, legal research and database maintenance; Technological sophistication is required to adapt to the current practices of chambers and the court.
- Proficiency with making travel arrangements.
- Ability to work collegially in a small working environment.
- Ability to maintain confidentiality and to exercise good judgment is essential.

PREFERRED QUALIFICATIONS:

Law review and/or federal clerkship experience is strongly preferred.

BENEFITS:

Federal benefits include paid vacation based on years of service and/or experience, paid holidays, sick leave, health and life insurance plans, Federal Employees Retirement System, long-term care insurance, and the Thrift Savings Plan (similar to 401K plan).

CONDITIONS OF EMPLOYMENT:

Must be a United States citizen, or must meet the requirements established by current appropriations law. 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. The appointment is provisional and contingent upon the satisfactory completion of a background check. Direct deposit of pay required.

APPLICATION INSTRUCTIONS:

Submit cover letter, résumé, writing sample, law school transcript, and references via email to Paralegal@ca3.uscourts.gov. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. Applicants scheduled for interviews should advise the Human Resources department if any accommodation will be necessary to interview, must travel at their own expense, and relocation expenses will not be reimbursed.

The U.S. Court of Appeals is an Equal Opportunity Employer.