



UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF LOUISIANA

Judicial Assistant/Paralegal Vacancy Announcement Alexandria, LA

Position: Judicial Assistant or Paralegal
Vacancy Number: 2019-01
Position Type: Full-Time
Location: Alexandria, Louisiana
Salary Range: \$41,365 - \$79,586 (JSP 7 – JSP11) *
(Dependent upon qualifications and experience)
Opening Date: March 7, 2019
Closing Date: April 1, 2019, or open until filled

**The classification level and salary for this position will be based upon experience and education in accordance with the Judiciary Salary Plan for the U. S. Courts. Starting salary commensurate with qualifications and work experience. This position is promotion eligible without further competition.*

Position Overview and Duties:

The U. S. Bankruptcy Court for the Western District of Louisiana is accepting applications for the position of a Judicial Assistant/Paralegal for a U. S. Bankruptcy Judge. The Judicial Assistant/Paralegal is responsible for the daily operations of judicial chambers and provides administrative support to the judge. The ideal candidate will display initiative, good judgment, professionalism, ability to multi-task, excellent organizational skills, and a strong work ethic. The position will include scheduling meetings, research and preparation of data, reports, and drafting correspondence.

Representative Duties:

- Reviews legal documents as assigned by the judge for completeness and accuracy. Conducts legal research using source material or the internet. Prepares correspondence, procedural orders, and documents that may require substantial research or analysis.
- Performs administrative duties, including using computer applications to prepare documents and correspondence, reviewing legal documents submitted to the court for completeness and accuracy, taking minutes at meetings, and other related duties.
- Receives, screens, and refers questions in person or via telephone. Responds to basic questions related to the status and scheduling of cases.
- Arranges and manages the judge's schedule, continuously updating and coordinating with the judge, legal parties, attorneys, the clerk's office, and other judicial officers and court unit executives.
- Tracks and monitors calendars, filings, hearings, etc. Reviews daily reports to identify new filings.

- Takes and transcribes dictation of various types, including correspondence, reports, notes, notices, and recommendations.
- Maintains and organizes multiple filing systems and manage chambers' case management system including performing docketing functions and running reports in the federal court's Case Management/Electronic Case Files (CM/ECF) system.
- Maintains financial disclosure information for the judge. Maintains chambers information storage and filing systems (electronic and paper) for case filings, correspondence, publications, data, forms, and other documents.
- Files orders, notices, and opinions in the court's electronic filing system. Creates and updates templates and standard documents for orders, motions, and other related documents.
- Arranges transportation and travel arrangements for the judge and chambers staff, ensures appropriate travel authorization is secured, and prepares travel vouchers in accordance with the court's travel policies and regulations. Arranges meetings and conference agendas.
- Timely prepares and fulfills all reporting requirements for the judge, including but not limited to, Non-Case Related Travel Report.
- Maintains office supplies and inventory of property assigned to chambers.
- Monitors caseload, organizes filings and correspondence related to cases, logs motions and other actions, and updates the case list. Compiles and arranges information and data and prepares required periodic reports regarding court and non-court activities.
- Monitors deadlines, prioritizes tasks and determines need for action by the judge.
- Other duties as assigned.

Qualifications for the Judicial Assistant:

Qualifications for all classification levels are pursuant to the Judiciary Salary Plan (JSP) for the U. S. Courts. To qualify for the Judicial Assistant, the applicant must be a high school graduate or equivalent. The position also requires two years of general experience or a bachelor's degree from a college/university of recognized standing, plus specialized experience.

Specialized experience is progressively responsible secretarial experience that involved experience as the principal office assistant in an office that deals with law-related matters. Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience. A full academic year equals 30 semester or 45 quarter hours. Less than a full year of study will be credited on a pro-rata basis.

To qualify for JSP 7 through JSP 11, applicant must meet the requirements for the two years of general experience in addition to the following specialized experience as provided below:

- JSP 7 (two-years experience)
- JSP 8 (three-years experience)
- JSP 9 (four-years experience)
- JSP 10 (five-years experience)
- JSP 11 (six-years experience)

Qualifications for a Paralegal:

To qualify for the Paralegal position at **JSP 7** requires a bachelor's degree from an accredited college/university **or** a paralegal certificate from an accredited paralegal program.

To qualify for JSP 8 through JSP 11, applicants must meet the qualifications for JSP 7, **and** have progressively responsible specialized experience that is in or closely related to the work of the position that has provided the knowledge, skills, and abilities to successfully perform the duties of the position. The number of years of progressively responsible specialized experience required for JSP 8 through JSP 11 are as provided below:

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

The Judicial Assistant/Paralegal must have experience and proficiency in transcription of dictation.

Preferred Qualifications:

- Ability to maintain confidentiality, demonstrate sound judgment, handle sensitive information, and exercise discretion at all times.
- Exceptional managerial, organizational, computer, and computer-assisted legal research skills.
- Ability to meet deadlines and be punctual for meetings and hearings.
- Ability to maintain confidentiality, possesses good judgment and maturity, be dependable and responsible, and a self-starter who demonstrates initiative in problem-solving.
- Ability to communicate effectively, both orally and in writing, and to present a poised, professional appearance and demeanor, at all times.
- Strong people and time-management skills with the ability to meet and manage many changing priorities and demands.
- Skill in writing and editing legal documents with considerable accuracy, speed, and attention to detail.

Background Check and Other Requirements:

As a condition of employment, the selected candidate will be subject to a background check, which will include criminal history and FBI fingerprinting. The selected candidate may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check. The applicant must be a United States citizen or provide documentation proving eligibility to work in the United States.

This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. The U. S. Bankruptcy Court is part of the Judicial Branch of the U. S. Government. Employees of the U. S. Bankruptcy Court are "At Will" employees and can be terminated with or without cause at any time. Employees are required to adhere to a Code of Conduct for Judicial Employees which is available upon request.

Benefits

Benefits include ten paid holidays, accrual of paid vacation and sick leave. Participation in pre-tax benefit programs (health, dental, vision insurance programs, and flexible spending accounts). Additional benefits include Federal Employees Group Life Insurance, Long-Term Care Insurance programs. Participation in the Federal Employees Retirement (FERS). Traditional (pre-tax) and Roth (post-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions.

Application Process:

Submit all required documents in a single portable document file (PDF) format via email with the subject line “**HR Confidential**” 2019-01 to: joann_walker@lawb.uscourts.gov

The application package consists of the following:

- 1) Cover letter addressing your particular skills and experience.
- 2) Detailed current resume.
- 3) Application for Judicial Branch Employment (Form AO-78). Application may be found on the court’s website: www.lawb.uscourts.gov (See Court/Employment).
- 4) If applicant has a bachelor’s degree or paralegal certification, copies of certificates and degrees should be provided.
- 5) List of three (3) professional references.

Only candidates selected for an interview will be contacted. Candidates selected for interviews must travel at their own expense. The court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice.

The United States Bankruptcy Court is an Equal Opportunity Employer