



United States Court of Appeals for the Sixth Circuit

Administrative Paralegal to a Federal Circuit Judge

Vacancy Announcement No. 2018-15

ABOUT THE COURT

The federal Judiciary seeks talented and motivated individuals to help in its mission of ensuring equal justice under law. The federal Judiciary offers work/life balance, competitive benefits, and teams with dedicated professionals. The United States Court of Appeals for the Sixth Circuit is one of 12 regional federal courts. Circuit courts hear appeals from the district (trial) courts located within their circuit, as well as appeals from decisions of federal administrative agencies. Headquartered in Cincinnati, the Court serves Kentucky, Michigan, Ohio, and Tennessee. For more information about the federal court system, please visit: www.uscourts.gov and www.ca6.uscourts.gov.

POSITION INFORMATION

Location	Memphis, Tennessee	Tour of Duty	Full-Time
Opening Date	October 15, 2018	Salary	JSP 11 (\$61,218 – \$79,586), JSP 10 (\$55,720 – \$72,437) with promotion potential to JSP 11. <i>Salary commensurate with qualifications in accordance with U.S. Court Guidelines</i>
Closing Date	To ensure consideration, applications must be received by November 5, 2018 . The position will remain open until filled.		

POSITION OVERVIEW

The Administrative Paralegal provides administrative, technical, paralegal, and secretarial support to a federal circuit judge and is responsible for the day-to-day coordination of administrative functions in the judge's chambers. Working under the direction of the Judge, the principal duties and responsibilities of the position are highlighted below:

- Assist in coordination of day-to-day operations of chambers in a fast-paced environment.
- Perform functions in the court's case management and filing system, including monitoring the caseload, maintaining, updating, and tracking filed documents, organizing case-related filings and correspondence, logging actions, printing and binding documents, and updating case lists.
- Manage chamber's internal case management system, including tracking chamber's caseload in cloud-based word-processing documents and spreadsheets, coordinating with law clerks on chamber's caseload, and communicating with other chambers regarding case-related issues. Distribute case information and assignments to law clerks as directed. Maintain chambers

information storage and filing systems for case filings, correspondence, publications, data, forms, and other documents.

- Manage various projects, plan and schedule events, and develop documents. Monitor deadlines, prioritize tasks, and determine need for action by the judge. Compile and arrange information and data and prepare required periodic reports regarding court and non-court activities.
 - Compose and prepare and/or edit legal documents, correspondence, memoranda, speeches, spreadsheets, presentations, and agendas for meetings and conferences.
 - Conduct legal research using source material or the internet. Manage the flow of information coming into and going from chambers, including receiving and reviewing, handling, or appropriately referring incoming and outgoing paper and electronic correspondence.
 - Prepare and maintain the judge's travel itineraries and coordinate with other court units. Make travel arrangements and prepare vouchers for reimbursement payments.
 - Maintain judge's automated calendar. Arrange meetings, conferences, and travel for judges and support personnel.
 - Perform receptionist duties by greeting callers in person and on the telephone, responding to inquiries, and directing callers to the appropriate staff member.
 - Provide administrative assistance to law clerks.
 - Maintain office supplies and equipment and handle routine office matters.
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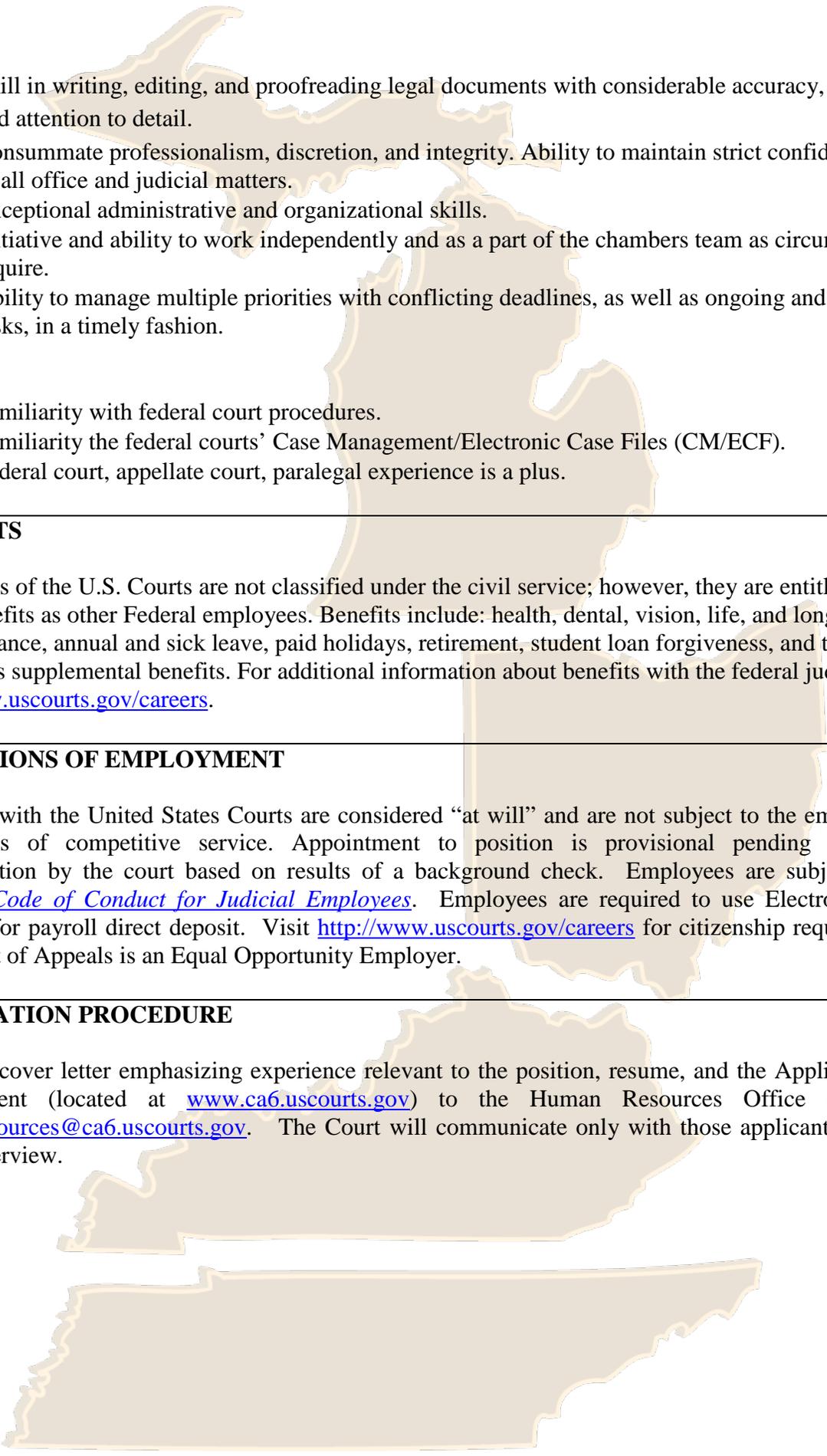
Refer to the complete Position Description attached to this announcement.

Duty Station and Travel: The position is located in Memphis, Tennessee. The judge sits in Cincinnati, Ohio seven times yearly, for one week at a time. The incumbent may be required to travel with the judge. Additionally some overnight travel for training may be required.

QUALIFICATIONS

Required

- A minimum of five years of progressively responsible administrative and paralegal experience, including responsibility to a supervisor dealing with law-related matters.
- A paralegal certificate from an accredited paralegal program with an associate's degree, or a bachelor's degree from an accredited college or university in paralegal studies or related field, or a juris doctor from a law school of recognized standing.
- Thorough knowledge of office management, administrative, and secretarial principles, practices, methods, and techniques in a legal environment.
- Advanced skill in cloud-based applications, including document storage, word processing, spreadsheets, and task management.
- Advanced skill in Microsoft Word, PowerPoint, Excel, and Outlook as well as other standard applications, such as Adobe.
- Ability to conduct research utilizing all available resources, and to analyze complex concepts and complicated facts.
- Excellent communication and interpersonal skills, both oral and written.

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- Skill in writing, editing, and proofreading legal documents with considerable accuracy, speed, and attention to detail.
 - Consummate professionalism, discretion, and integrity. Ability to maintain strict confidentiality of all office and judicial matters.
 - Exceptional administrative and organizational skills.
 - Initiative and ability to work independently and as a part of the chambers team as circumstances require.
 - Ability to manage multiple priorities with conflicting deadlines, as well as ongoing and ad hoc tasks, in a timely fashion.

Preferred

- Familiarity with federal court procedures.
- Familiarity the federal courts' Case Management/Electronic Case Files (CM/ECF).
- Federal court, appellate court, paralegal experience is a plus.

BENEFITS

Employees of the U.S. Courts are not classified under the civil service; however, they are entitled to the same benefits as other Federal employees. Benefits include: health, dental, vision, life, and long-term care insurance, annual and sick leave, paid holidays, retirement, student loan forgiveness, and the judiciary's supplemental benefits. For additional information about benefits with the federal judiciary, visit www.uscourts.gov/careers.

CONDITIONS OF EMPLOYMENT

Positions with the United States Courts are considered “at will” and are not subject to the employment regulations of competitive service. Appointment to position is provisional pending suitability determination by the court based on results of a background check. Employees are subject to the [*Judicial Code of Conduct for Judicial Employees*](#). Employees are required to use Electronic Fund Transfer for payroll direct deposit. Visit <http://www.uscourts.gov/careers> for citizenship requirements. The Court of Appeals is an Equal Opportunity Employer.

APPLICATION PROCEDURE

Submit a cover letter emphasizing experience relevant to the position, resume, and the Application for Employment (located at www.ca6.uscourts.gov) to the Human Resources Office at: ca06-humanresources@ca6.uscourts.gov. The Court will communicate only with those applicants selected for an interview.