

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
OFFICE OF THE CLERK**

TEMPORARY EMPLOYMENT OPPORTUNITY

Position:	Paralegal	Announcement #:	14-CO-02
Appointment Type:	Full-time; Temporary (1 year and 1 day)		
Location:	Charleston, WV		
Starting Salary:	CL 25/26 (\$37,941 - \$67,951) <i>Starting salary depends upon experience and qualifications.</i>		
Opening Date:	November 22, 2013		
Closing Date:	Open until filled - Résumés received by December 6, 2013 will receive first consideration.		
Open To:	All qualified applicants		

JOB SUMMARY:

The successful candidate will be a paralegal for the court's multi-district litigation (MDL) cases performing case management responsibilities using legal terminology, procedures, and documents. The paralegal will assist the court by independently responding to inquiries from parties regarding cases, finalizing documents for filing, independently reviewing and responding to motions, generating statistical reports, researching legal questions, and preparing memoranda.

REPRESENTATIVE DUTIES:

- Review legal documents submitted to the court for completeness and accuracy. Respond to questions related to the status and scheduling of cases. Conduct legal research using source material or the internet. Compose and prepare routine correspondence, procedural orders, and documents that may require substantial research or analysis. Identify emergency or unique matters and undertake special handling requirements.
- Track and monitor calendars, filings, hearings, etc. Review daily reports (electronic and paper) to identify new filings. Monitor compliance with court orders, initiate appropriate action as necessary.
- Navigate Case Management/Electronic Case Filing (CM/ECF) screens and read and analyze CM/ECF reports.
- Maintain court unit's information storage and filing systems (electronic and paper) for case filings, correspondence, publications, data, forms, and other documents.
- Prepare orders, notices, and other documents for the court's review. Create and update templates and standard documents for orders, motions, and other related documents.
- Monitor deadlines, prioritize tasks, and determine need for action by the judge or court attorneys. Prepare necessary documents. Compose non-routine documents that require substantial research and analysis. Proofread documents and check citations before submission to judge or before filing under own signature. Monitor caseload, organize filings and correspondence related to cases, log motions and other actions, and update the case list. Compile and arrange information and data and prepare required periodic reports regarding court and non-court activities.

- Respond to advanced questions related to court practices.
- Perform legal research and analysis and communicate results to parties or judges orally or in writing; draft recommendations for resolution.
- Assistance with Trial Preparation, including trial notebooks and keeping time at trial.

QUALIFICATIONS:

A candidate must possess at least one to two years of specialized experience **and** one of the below educational accomplishments.

- 1) Completion of the requirements for an associate’s degree from an accredited school in a related legal field such as paralegal studies, pre-law, or criminal justice;
- 2) Completion of the requirements for a bachelor’s degree from an accredited school in a related legal field such as paralegal studies, pre-law, or criminal justice; or
- 3) A current paralegal certificate from an accredited provider.

Skill in performing legal research and drafting and interpreting courts orders is required. Skill in the use of Adobe Acrobat and Microsoft Word and Excel is required. Strong oral and written communication skills are a must. Must exercise a high degree of judgment, integrity, and initiative; meet high standards of performance and conduct; and adhere to all confidentiality restrictions. Familiarity with electronic case filing, especially the Case Management/Electronic Case Filing (CM/ECF) system, knowledge regarding court operations, the ability to work independently and without supervision is essential.

EMPLOYEE BENEFITS:

This position is covered by the Court Personnel System and is entitled to benefits that include participation in the Federal Employees’ Retirement System, Social Security, Thrift Savings Plan (retirement savings plan with immediate employer matching), a choice of a health benefits plan from among several options, federal vision and dental insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), accrual of 13-26 days of annual leave, accrual of 13 days of sick leave annually, a long term disability plan, a long term care program, periodic salary increases, and 10 paid holidays per year.

INFORMATION FOR APPLICANTS:

The United States District Court is part of the Judicial Branch of the United States government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to and must pass a FBI background check as a condition of employment.

APPLICATION PROCESS:

To apply, submit a cover letter and current résumé to the mailing address or email address listed below, referencing Vacancy #14-CO-02. To receive first consideration, application materials

must be received by **December 6, 2013**. Only applicants selected for interview will be contacted.

U. S. District Court – Southern West Virginia
Attn: Vacancy # 14-CO-02
P.O. Box 2546
Charleston, WV 25329-2546
Email: human_resources@wvsd.uscourts.gov

More than one position may be filled from this announcement. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The United States District Court is an equal opportunity employer and values diversity in the work place.