

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**



NOTICE OF VACANCY

POSITION TITLE: Judicial Assistant/Paralegal

POSITION TYPE: Full-Time Regular (FTR), Excepted Service

ANNOUNCEMENT #: #21-15

LOCATION: Boston, Massachusetts

CLASSIFICATION LEVEL: JSP 7 – 11 (Salary Range \$48,641 - \$93,588 per year)*
* Starting salary based upon qualifications and experience.

OPENS: October 6, 2021 **CLOSES:** October 29, 2021

U.S. Magistrate Judge is currently accepting applications for a full-time Judicial Assistant/Paralegal to provide administrative management and some paralegal duties as assigned by the Judge.

Representative Duties:

- Assumes responsibility under the Judge's supervision for overseeing the daily operation of the Judge's chambers. Responsible for proofreading, reviewing and drafting correspondence and procedural orders, and docketing decisions, notices and orders in the court's electronic filing system. Performs case management, including tracking the status of court filings and deadlines, scheduling court hearings, and communicating with counsel. Coordinates with the law clerk and courtroom deputy, as well as the clerk's office and other judicial officers and court unit executives as needed, to ensure the efficient operation of the session and timely completion of legal work.
- Performs administrative duties, including maintaining the session's calendar, gathering and maintaining statistical data as required by the Administrative Office of the United States Courts, preparing travel, accounting, conflicts and similar reports, and helping arrange for court-related travel. Receives, screens and refers telephone calls and email communications, and responds to basic questions related to the status and scheduling of cases. Maintains chambers information storage and filing systems (electronic and paper)

for case filings, correspondence, publications, data, forms and other documents, and helps maintain the chambers' library.

- Assists with the selection, interviewing and onboarding of law student interns throughout the year. Helps the Judge oversee the court's summer programs for high school and college students by interfacing with the programs' coordinators.
- Other duties as assigned by the judge.

Minimum Qualifications/Requirements:

- Completion of the requirements for a bachelor's degree from an accredited college or university.
- At least one year of 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.
- Skill in the use of automation systems, including knowledge and proficiency in Microsoft Word, Microsoft Office software and the court's case management/electronic case files (CM/ECF) system.
- Ability to manage multiple tasks within a tight time schedule.
- Ability to communicate information accurately and in a timely manner to individuals within and outside the judiciary.
- Good oral and written communication skills.
- Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

Preferred Qualifications:

Experience working in a state or federal court. Knowledge of federal and local procedural rules, federal court operations and functions.

Proficiency in cite-checking using Bluebook form.

Ability to perform basic legal research.

FBI Background Investigation

Applicants considered for this position will undergo a Federal Bureau of Investigation (FBI) background investigation defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database to determine if there is an arrest record on the individual.

Benefits:

A generous benefits package is available and includes the following:

- Eleven (11) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)

- Flexible Benefits Program
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Long Term Care Insurance options through the Office of Personnel Management (OPM)
- Transit Subsidy Program.

Hours:

Office hours 9:00 AM to 5:30 PM, although there is flexibility and working hours may vary based on the court calendar and the requirements of the Judge.

How To Apply:

Submit all of the following documents **as one pdf**. (1) a cover letter, (2) a current resume, (3) a list of three professional references with current contact information, and (4) a completed AO-78, Application for Federal Judicial Branch employment (version dated 02/20) to:

**United States District Court
Attn: Human Resources
Vacancy #21-15
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2300
Boston, MA 02210**

Applications also accepted by e-mail: usdcmajobs@mad.uscourts.gov

Note: If you apply by e-mail, please make certain the code **HR Mail Vacancy #21-15, Judicial Assistant/Paralegal**, appears in the subject line of your e-mail correspondence to usdcmajobs@mad.uscourts.gov.

The Application forms (AO-78, version dated 02/20) is available on our website in fillable format at www.mad.uscourts.gov. Please legibly print or type all information. If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

Information For Applicants:

Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U. S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. This job announcement may involve filling more

than one position described herein. Applicants who do not submit all requested materials by the closing date of this announcement may lose consideration for the position.

The Federal Financial Management Reform Act requires direct deposit of federal wages. Completion of a six-month probationary period is required.

Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified applicants who will be invited to interview.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER