



United States Court of Appeals for the Fourth Circuit Career Opportunity

Paralegal

Announcement #: 2018-P

Appointment: Career/Fulltime

Location: Richmond, VA

Salary Range: CL-26: \$45,883-\$74,606. Salary is commensurate with experience and qualifications. Promotion potential to CL-27 without further competition.

Closing Date: Open until filled. To ensure consideration, submit required application documents by June 30, 2018.

Position Description

The Paralegal performs administrative and legal duties in a shared services environment that supports several administrative attorneys as well as multiple functional areas within the Fourth Circuit. The ideal candidate will demonstrate initiative, good judgment, attention to details, professionalism and a commitment to customer service, follow-through, ability to multi-task and readily adapt to fast-changing priorities, and a strong work ethic.

Representative Duties

- Review legal documents submitted to the court for completeness and accuracy. Conduct legal research. Compose and prepare correspondence, procedural orders, and documents that may require substantial research or analysis. Identify emergency or unique matters and undertake special handling requirements.
- Monitor deadlines, prioritize tasks, and determine need for action by the supervising manager. Prepare necessary documents.
- Manage the CJA voucher process. Review and validate attorney submissions. Summarize exceptions and errors and notify the appropriate manager. Draft correspondence and communicate independently with attorneys as necessary.
- Research and analyze data and operations. Design, develop, implement, and maintain databases, spreadsheets, and reports for analyzing administrative and operational areas for the Office and for record-keeping. Conduct data analyses, evaluate results, and develop recommendations for management regarding processes and procedures that increase the efficiency and effectiveness of the functional area. Advise managers on administrative matters.
- Compile and arrange information and data and prepare required periodic reports regarding court activities. Maintain information storage and filing systems.
- May lead or give direction to administrative support staff as well as serve as backup for other administrative staff and assist as needed with general administrative and clerical tasks.
- Other duties as assigned or directed.

Qualifications

Required

- Two years of full-time paralegal/legal assistant experience.
(For internal candidates: One of the two years of experience must be equivalent to CL-25.)
- Knowledge of federal and local court administrative rules, protocols, and code of conduct. Knowledge of legal terminology.
- Ability to conduct research, analyze data and information, formulate suggestions, and convey results.

- Ability to accurately carry out complex instructions, work independently as well as collaboratively, and manage multiple tasks and meet stringent deadlines with limited direction.
- Ability to work collegially and to communicate professionally and with tact both orally and in writing.
- Positive attitude, professional demeanor, and committed to excellent customer service.
- Thorough working knowledge of MS Office products including Word, Excel, and Access.
- Ability to handle sensitive information and maintain confidentiality is an absolute must.

Preferred

- A paralegal certificate from an accredited provider.
- Experience supervising, guiding, training, and/or mentoring employees that provided an opportunity to gain skills in developing interpersonal work relationships necessary to successfully coordinate and guide the work of others.

Employee Benefits

Vacation time accrues at a rate of 13 days per year the first three years and increases with tenure. Sick days accrue at a rate of 13 days per year. Ten paid holidays are provided annually. A variety of Agency-subsidized federal health insurance plans are available. Dental and vision coverage, life insurance, and long-term care insurance are available. A flexible spending account program is provided. Employees participate in both the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (similar to a 401(k) plan). The court offers a mass transit subsidy (budget dependent).

Application Procedure

To apply, email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and the contact information of three professional references; and (3) an **AO78–Application for Employment**, located at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment> to the HR Administrator at **ce04_vacancy@ca4.uscourts.gov** in a single PDF document. Please include the title of the position in the subject line and the source of the announcement in the cover letter. Receipt of applications will be acknowledged. Following acknowledgment, only those selected for an interview will be contacted.

Conditions of Employment

Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation. Appointment to position is provisional pending suitability determination by the Court based on the results background check that includes fingerprinting. Employees of the United States Court of Appeals are “Excepted Appointments” and considered “At-Will,” and therefore serve at the pleasure of the Court. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits. The Court does not provide reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant.

The Court reserves the right to modify the conditions of this job, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

The United States Courts are an Equal Opportunity Employer.