

Career Opportunity

Position: Part-Time Paralegal

Vacancy Number: 26-17

Location: Dallas

Closing Date: Open Until Filled

Starting Salary/Range: \$27,428-\$52,773

*Depending upon qualifications and experience
Funding for this position beyond the fiscal year
is contingent upon prisoner case filings.



Position Overview:

The United States District Court for the Northern District of Texas is recruiting for the position of a part-time Paralegal. The paralegal position provides support services to staff attorneys. This position will also provide vital administrative assistance to the Northern District of Texas.

General legal duties include providing research, drafting legal pleadings, and file management. Additional duties may include analyzing legal decisions, opinions, rulings and compiling and summarizing substantive information on statutes, treaties and specific legal subjects.

Responsibilities:

- Provide legal, clerical, and administrative support to Staff Attorneys.
- Perform administrative duties, including using computer applications to prepare documents and correspondence, review legal documents submitted to the court for completeness and accuracy, and other related duties. Receive, screen, and refer questions in person or via telephone. Respond to basic questions related to the status and scheduling of cases.
- Performing case checks for potential conflicts of interest, organizing calendar materials, acquiring, and returning court records, reminding clerks of critical deadlines, maintaining a database, preparing expense reports, filing, and collecting and submitting information for various required annual disclosures.
- Screen cases for potential conflicts. Maintain recusal list. Track and monitor calendars, filings, hearings, etc. Review daily reports (electronic and paper) to identify new filings.
- Monitor deadlines, prioritize tasks, and determine need for action by judges.
- 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.
- All other duties as assigned.

U.S. District Court for the Northern District of Texas

The Northern District of Texas is made up of 100 of the 254 counties in Texas.

Nine of the cities in the district are among the top twenty most populous cities in Texas. Two of the cities, Dallas and Fort Worth, are in the top twenty most populous cities in the country.

Geographically, the district encompasses more than 96,000 square miles, making it the largest land area federal district in the country, except for those that encompass an entire state.

Many of the nation's Fortune 500 companies are either headquartered or have a major presence in the Dallas/Fort Worth Metroplex.

Qualifications:

Bachelor's degree from an accredited college or university or paralegal certificate from an accredited paralegal program.

At the time of appointment, the candidate must possess at least three years specialized experience or juris doctor degree to be considered for the highest level.

Court Preferred Qualifications:

- In addition to extensive technological proficiency, demonstrated ability to assist and train others on the use of automated systems is preferred. Experience with video conferencing and managing workload remotely is a plus.
- Knowledge of federal and local court administrative rules and protocols; legal experience in federal matters is a plus. Skill in interpreting court orders. Skill in managing, scheduling, and interpreting the court calendar; planning and scheduling events; organizing work products and in case management. Ability to accurately carry out complex instructions.
- Advanced skill in writing and editing legal documents with accuracy, speed, and attention to detail, using correct grammar, style, proper legal terminology and citations. Ability to communicate effectively (orally and in writing) and to maintain cooperative relationships with attorneys, parties, and jurors, as needed in order to exchange information to support the work of a judge. Ability to manage time effectively and meet tight deadlines.
- Ability to conduct legal research utilizing all available resources, and to analyze complex concepts and complicated facts. Ability to synthesize the results of research, and to summarize and communicate those results in a clear and concise manner.
- The successful candidate should possess a strong work ethic, integrity, good judgment, and the ability to maintain confidentiality. Applicants should demonstrate attention to detail, tact, initiative, collegiality and the ability to work independently, and maintain a professional appearance and demeanor at all times.

Benefits:

The United States District Court falls within the Judicial Branch of the U.S. Government. Policy for the Judicial Branch is determined by the Judicial Conference of the United States. Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrifts Savings Plan (like a 401(k) plan, with employer matching contributions), 11 paid federal holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at:

<http://www.uscourts.gov/careers/benefits>

Other:

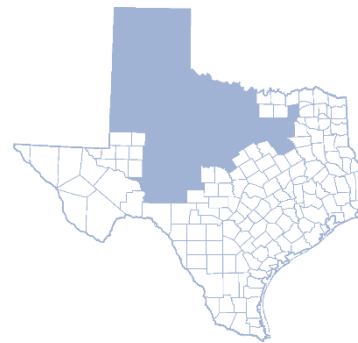
Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Immigration law requires public employers to hire individuals who are lawful, permanent residents (i.e., green card holder) seeking U.S. citizenship. Employees must adhere to the Judiciary Code of Ethics and Conduct.

Due to the anticipated high volume of applications, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

Candidates who are selected for employment in the judiciary must successfully pass a background check or investigation as a condition of employment. The background check will include, at a minimum, an FBI fingerprint check. Full field investigations will be conducted on positions that are classified as high-sensitive. Once employed, the selected candidate may be subject to periodic background investigation updates.

The Court is an Equal Opportunity Employer:

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. **This court provides reasonable accommodations to applicants with**



How to Apply:

Qualified applicants must submit a cover letter, detailed resume, and salary history to Human Resources by emailing the items.

The subject line must include:

“26-17.”

Email Address:

humanresources@txnd.uscourts.gov



Visit Our Website:

www.txnd.uscourts.gov