

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NEW YORK
POSITION VACANCY 15-09

POSITION: Pro Se Paralegal
LOCATION: Rochester, New York
DEADLINE: October 1, 2015, or until filled
SALARY: CL 26 (\$42,644 – \$69,289)

Position Overview

The United States District Court is seeking qualified applicants for a full-time Pro Se Paralegal. The Paralegal will work on cases filed by self-represented litigants. The incumbent is expected to work independently in order to assist the Court and respond to inquiries from parties regarding cases, finalize documents for filing, review and respond to motions, generate statistical reports, research legal questions, and prepare memoranda. The incumbent reports to the Court's assigned supervisor and works in conjunction with the Pro Se Law Clerks.

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.
- Maintain Pro Se unit's information storage and filing systems (electronic and paper) for case filings, correspondence, publications, data, forms, and other documents.
- File orders, notices, and opinions in the court's electronic filing system. 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. In the absence of, or in lieu of, other employees, perform the duties typically performed by a courtroom deputy, electronic court recorder operator, or case administrator.
- Perform legal research and analysis and communicate results to parties or judges orally or in writing; draft recommendations for resolution.

Qualifications

Requirements - High school graduation or equivalent; placement at classification 26 requires a minimum of two years of general experience and a minimum of two years specialized experience, including at least one year equivalent to work at the classification 25, OR one of the educational accomplishments listed below. Within each classification level, competitive factors and an evaluation of quality of experience may provide placement at salary levels above minimum up to and including step 61.

General Experience - Progressively responsible administrative, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience - Progressively responsible experience requiring the regular and recurring application of clerical or administrative procedures that demonstrated ability to apply a body of rules, regulations, directives, or

laws and involved the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Experience Substitutions - Excess specialized experience may be substituted for required general experience.

Educational Accomplishments - 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; 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 a current paralegal certificate from an accredited provider.

Benefits

Federal benefits include: health, life, dental, vision, disability, and long term care options; defined benefit retirement; matching, tax-deferred and/or Roth Thrift Savings Plan options; paid holidays and leave; and flexible medical, dependent care and commuter benefit eligibility.

Applicant Information

Applicants must submit a detailed résumé, AO78 Application for Judicial Branch Federal Employment (available at www.uscourts.gov), and a cover letter to: Robert H. Jackson United States Courthouse, Room 200, Attention: Vacancy 15-09, 2 Niagara Square, Buffalo, New York 14202.

The United States District Court requires employees to adhere to a Code of Conduct which is available on the court's website at www.nywd.uscourts.gov. Only qualified applicants will be considered for this position. Applicants selected for interviews may be required to provide copies of educational degrees, certifications, references, salary history and writing sample. Applicants must be U.S. citizens or eligible to work in the United States.

As a condition of employment, the candidate selected for this position will be subject to a background investigation. Employment will be considered provisional pending the successful completion of a ten-year Office of Personnel Management background investigation. The incumbent will be subject to updated background investigations every five years. Additionally, this position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees. Travel and relocation expenses will not be reimbursed. The court provides reasonable accommodations to applicants with disabilities. All employees of the U.S. District Court are EXCEPTED SERVICE appointments. Excepted service appointments are "at will," and, as such, can be terminated with or without cause by the Court. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice.

The U.S. District Court for the Western District of New York is an Equal Opportunity Employer.