

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



Position Vacancy Announcement

<u>ANNOUNCEMENT NO.:</u>	CAFC-20-05
<u>OPEN:</u>	March 9, 2020
<u>CLOSE:</u>	March 30, 2020
<u>POSITION TITLE, GRADE AND SALARY:</u>	Chambers Paralegal JSP 8 - JSP 11 (\$53,901 - \$93,638) Salary in accordance with recruitment and promotion rules
<u>LOCATION OF POSITION:</u>	United States Court of Appeals for the Federal Circuit 717 Madison Place, N.W. Washington, D.C. 20439

About the Court

The United States Court of Appeals for the Federal Circuit was established under Article III of the Constitution on October 1, 1982. The court was formed by the merger of the United States Court of Customs and Patent Appeals and the appellate division of the United States Court of Claims. The court is located in the Howard T. Markey National Courts Building on historic Lafayette Square in Washington, D.C.

The Federal Circuit is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. Appeals to the court come from all federal district courts, the United States Court of Federal Claims, the United States Court of International Trade, and the United States Court of Appeals for Veterans Claims.

The court also takes appeals of certain administrative agencies' decisions, including the United States Merit Systems Protection Board, the Boards of Contract Appeals, the Patent Trial and Appeal Board, and the Trademark Trial and Appeal Board. Decisions of the United States International Trade Commission, the Office of Compliance, an independent agency in the legislative branch, the Government Accountability Office Personnel Appeals Board, and the Department of Justice Bureau of Justice Assistance also are reviewed by the court.

Position Summary

The Chambers Paralegal will provide legal and administrative support to an Article III federal judge. Responsibilities of the position include, but are not limited to:

Review legal documents as assigned by the judge for completeness and accuracy. Conduct legal research using source material or the internet. Compose and prepare correspondence, procedural

orders, and documents that may require substantial research or analysis. Identify unique matters and undertake special handling requirements.

Perform administrative duties, including using computer applications to prepare documents and correspondence, reviewing legal documents submitted to the court for completeness and accuracy, taking minutes at meetings, 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. Arrange and manage the judge's schedule, continuously updating and coordinating with the judge, legal parties, attorneys, the clerk's office, and other judicial officers and court unit executives.

Screen cases for potential conflict. Maintain recusal list. Track and monitor calendars, filings, hearings, etc. Review daily reports (electronic and paper) to identify new filings. Assist with selection of law clerks and interns as requested by the judge.

Maintain and update law libraries within the established budget. Maintain financial disclosure information. Maintain chambers 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. Make travel arrangements and prepare vouchers for travel advances and payments. Arrange meetings and conference agendas.

Coordinate the assignments of chambers staff. Distribute information and assignments to law clerks or other personnel. Provide orientation and training to law clerks and other personnel regarding judge's style and preferences, and court administrative protocols. Maintain and certify time, attendance, and leave records internally for chambers staff. Provide assistance on automated systems and software for chambers staff.

Monitor deadlines, prioritize tasks, and determine need for action by the judge. 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.

Oversee the day-to-day operational management of chambers. Coordinate all general activities and serve as liaison for the physical needs of the chambers, such as heating/cooling, lighting, and cleaning. Maintain office supplies and arrange for service and repairs of equipment, as needed.

Perform a wide variety of special projects at the request of the judge.

Required Education and Experience

The ideal candidate will possess a strong administrative and paralegal background which provided strong organizational skills; a knowledge of legal documents and terminology; the ability to communicate effectively (orally and in writing) with a variety of individuals and groups, including judges, senior staff, and the public; the ability to maintain confidentiality and loyalty; a strong knowledge of and skill in using personal computers and applications, such as word processing, spread sheets, e-mail, and the internet; knowledge of electronic case management/filing systems (CM/ECF); skill in using standard office equipment (multi-line telephones, copiers, fax machines, scanners, etc.); skill in assisting with planning, organizing, and handling logistical arrangements for meetings and travel; the ability to follow detailed instructions and multitask; and the ability to conduct detailed legal, technical, and analytical research.

Education

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

Experience

JSP 8: Six (6) months 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.

JSP 9: One (1) 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.

JSP 10: Two (2) years 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.

JSP 11: Three (3) years 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 or a juris doctor (JD) from a law school of recognized standing.

Application Process and Information

To be considered application packages must include ALL of the following:

1. Cover letter wherein the applicant describes the knowledge, skills, abilities, and experience that would make her/him well qualified to fill this position
2. Resume outlining educational background, employment history, and other relevant information
3. Application for Employment (Form AO-78 – *Visit the court's website at <http://www.cafc.uscourts.gov/human-resources>*). Description of work must be completed for each section of Work Experience.

Complete application packages containing the items above may be sent by email to hr@cafc.uscourts.gov.

Other Information

Only those applicants selected for an interview will be contacted and must travel at their own expense; except that reimbursement for travel may be available during the final stages of the interview process. Reimbursement for relocation is not available.

The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

Employees of the United States Court of Appeals for the Federal Circuit are excepted service appointments. Federal government civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Must be a U. S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.