UNITED STATES COURT OF APPEALS
FOR THE FEDERAL CIRCUIT

VACANCY ANNOUNCEMENT

Position Title: Paralegal to a Federal Judge

Vacancy #: CAFC-26-22

Closing Date: Open Until Filled

Grade/Salary: JSP 8 – JSP 11 ($63,940 – $111,087)
Salary determined by qualifications and experience as outlined below under "Required Qualifications"

Position Location: U.S. Court of Appeals for the Federal Circuit
717 Madison Place, NW, Washington, DC 20439

About the Court

The United States Court of Appeals for the Federal Circuit (CAFC) 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. For additional information about our court please visit our public website.

Position Overview

The Paralegal to a Federal Judge will provide legal and administrative support to an Article III federal judge. The representative duties below illustrate the major responsibilities of this position; duties may be adjusted, and additional responsibilities may be assigned, based on the operational needs of the court.

Legal Support: Review legal documents 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. Screen cases for potential conflicts and maintain the judge's recusal list.

Case and Calendar Management: Track and monitor case calendars, filings, and hearings. Review daily electronic and paper reports to identify new filings. Monitor deadlines, prioritize tasks, and flag matters requiring action by the judge. Organize filings and case correspondence, log motions and other case actions, and maintain the case list. Compile information and prepare required periodic reports regarding court and non-court activities. File orders, notices, and opinions in the court's electronic filing system. Create and update templates for orders, motions, and other related documents.

Administrative Support: Receive, screen, and refer questions in person or by telephone, and respond to basic questions regarding case status and scheduling. Assist the judge as needed with management of the judge's calendar and travel logistics. Oversee the travel reimbursement process, coordinating with the judge and court staff regarding travel voucher preparation, submission, and payment. Arrange meetings and conference agendas. Prepare financial disclosure reports. Maintain chambers' information storage and

filing systems, both electronic and paper, for case filings, correspondence, publications, and other documents. Maintain and update law library within the established budget.

Chambers Coordination: Assist with the selection of law clerks and interns as requested by the judge. Coordinate assignments among chambers staff and distribute information and tasks to law clerks and interns. Provide orientation and training to law clerks and interns on the judge's 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. Oversee day-to-day operational management of chambers, including serving as liaison for physical needs such as heating/cooling, lighting, and cleaning. Arrange for service and repairs of equipment. Maintain office supplies.

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

Required Qualifications

Education
Minimum of bachelor's degree from an accredited college or university; J.D. preferred.

Specialized 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.

The ideal candidate will have a strong administrative and paralegal background, with excellent organizational skills and a solid knowledge of legal documents and terminology. The candidate should be able to communicate effectively, both orally and in writing, with judges, senior staff, attorneys, and the public, and should be able to maintain the confidentiality and loyalty required of chambers staff. Strong computer skills are necessary, including proficiency with word processing, spreadsheets, e-mail, and internet research, as well as familiarity with electronic case management/filing systems (CM/ECF). The candidate should also be comfortable using standard office equipment (multi-line telephones, copiers, fax machines, scanners, etc.) and skilled in planning and coordinating logistics for meetings and travel. Finally, the ideal candidate will be able to follow detailed instructions, manage multiple tasks simultaneously, conduct thorough legal, technical, and analytical research.

Application Process and Information

To be considered application packages must include:

1. Cover letter (no more than two pages) describing the knowledge, skills, abilities, and/or experience that qualify the applicant for this position.

2. Résumé outlining educational background, employment history, and other relevant information.
3. Academic transcripts (official or unofficial).
4. A list of two professional references that include name, title, and contact information.
5. Completed online AO-78, Federal Judicial Branch Application for Employment.

Once your cover letter, résumé, and academic transcripts (items 1-3) are ready in PDF format, use the link below to submit your files and complete the online professional reference request and AO-78 (items 4-5): https://www.ondemandassessment.com/o/JB-BVNZO9Y5U/landing?u=116354

Applicants who require an exception to the online application process may contact Human Resources at hr@cafc.uscourts.gov. **Please note: applications submitted directly to this email address will not be reviewed.**

Benefits Information

The candidate selected for this position will be eligible for a generous federal employee benefits package, including:

- Paid vacation and sick leave, paid parental leave, and 11 paid federal holidays per year.
- Optional participation in Federal Employees Health Benefits (health, dental and vision), Federal Employees Group Life Insurance, and the Flexible Benefits Program.
- Public transportation subsidy, on-site fitness center, Employee Assistance Program (EAP).
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Public Service Loan Forgiveness program pursuant to the terms of the (PSLF) program.

For more benefit information visit the Judiciary's Benefits Page.

Additional Information

Only those applicants selected for an interview will be contacted. For in-person interviews, candidates must travel at their own expense. 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.

The position will report to downtown Washington, DC; limited telework may be available on an ad hoc basis and/or according to agency policy. Employees of the United States Court of Appeals for the Federal Circuit are excepted service, at-will appointees. Federal 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.

Applicants must be a U.S. citizen or otherwise eligible to work in the United States. Non-citizens may be interviewed and considered but will receive employment offers only if they qualify under an exception in 8 U.S.C.§ 1324b(a)(3)(B). Under that provision, a lawful permanent resident seeking citizenship may not apply until having held permanent resident status for at least five years (three years if seeking naturalization as the spouse of a U.S. citizen); once eligible, the individual must apply for citizenship within six months and complete the process within two years of applying (absent delays caused by application processors). Non-citizens who have not held permanent resident status for five years must execute an affidavit affirming their intent to apply for citizenship once eligible.