



United States Court of Appeals for the Third Circuit

Date: August 29, 2023
Position Title: Legal Assistant for Case Opening
Vacancy Number: CO 08/23-02
Location: Philadelphia, PA
Position Type: Full-time, permanent after successful completion of a one-year probationary period
Classification Level: CL-25 or CL-26
Salary: \$50,129 to \$89,731 (based upon qualifications and experience).
Closing Date: Open until filled. Priority given to applications received by September 12, 2023

Position Overview:

This position is located in the Clerk's Office of the Third Circuit Court of Appeals. The Legal Assistant for Case Opening performs case management responsibilities related to case initiation using legal terminology, procedures and documents. A Legal Assistant for Case Opening aids the Court and the Clerk's Office attorneys by independently reviewing case initiation documents and resolving procedural issues that arise in the case opening process, including fees, captions, parties, and representation. The incumbent also identifies potential jurisdictional problems for attorney review and assigns cases to case managers.

Representative Duties and Responsibilities:

Knowledge of local court rules, practices, procedures, forms, and deadlines. Knowledge of the Federal Rules of Appellate Procedure. Knowledge of how cases proceed through the court system. Skill in reviewing district court dockets. Knowledge of the Court's docketing system and HR system.

Required Qualifications:

A high school diploma or equivalent, plus at least 2 years of general office experience are required. A bachelor's degree from an accredited four-year college or university and appellate court experience are strongly preferred. Excellent oral and written communication skills, highly developed analytical skills, strong organizational capabilities, the ability to work independently, and the ability to follow detailed instructions are highly desirable. At least one year of specialized experience, i.e., progressively responsible clerical or administrative experience, at or equivalent to work at the next lower grade in federal service, but two years is preferred.

Benefits:

Federal benefits include paid vacation based on years of service and/or experience, paid holidays, sick leave, health and life insurance plans, Federal Employees Retirement System, long-term care insurance, and the Thrift Savings Plan (similar to 401K plan).

Conditions of Employment:

Must be a United States citizen or must meet the requirements established by current appropriations law. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause. The appointment is provisional and contingent upon the satisfactory completion of a fingerprint background check. Direct deposit of pay required.

Application Instructions:

Submit résumé and cover letter via email to ca3_CaseOpeningLA@ca3.uscourts.gov.

The Court will only communicate with those qualified individuals who will be invited to interview. The Court reserves the right to modify or withdraw this vacancy announcement or to fill the position without prior written or other notice.

The U.S. Court of Appeals is an Equal Opportunity Employer