



**Vacancy Announcement**  
**JC-06/22-01**  
**UNITED STATES COURT OF APPEALS**  
**FOR THE THIRD CIRCUIT**

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Announcement Date: **June 24, 2022**  
Position Title: **Paralegal**  
Location: **Pittsburgh, PA**  
Classification Level: **Judicial Salary Plan (JSP-7/1 to JSP-11/10)**  
Salary: **\$46,165 - \$88,815, based upon qualifications and experience.**  
Closing Date: **Open until filled; priority given to applications received by July 15, 2022.**

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**POSITION OVERVIEW:**

Article III Federal Appellate Court Judge seeks a Paralegal to perform administrative and legal duties. The Paralegal is a permanent staff member in the Judge's chambers. The Paralegal assists the Judge in the daily activities of the office, performing administrative management, legal, and related paralegal duties as assigned by the Judge. The successful candidate will have several traits: a pleasant and positive attitude, excellent organizational skills, the ability to act as the institutional memory of a small office with a staff of law clerks, most of whom stay a year or two, and the initiative to ensure smooth-running operations when the Judge is out of the office.

**REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

- Perform legal and related paralegal duties as assigned by the Judge. Review legal documents for completeness and accuracy. Perform cite checking and proof-reading. Conduct legal research. Compose and prepare correspondence, reports, procedural orders, and documents that may require substantial research or analysis. Type draft and final form opinions and bench memoranda.
- Perform case management, including maintaining electronic case files and databases, continued record retention and follow-up of pending cases, organizing calendar materials, acquiring and returning court records.
- Manage Judge's calendar, ensuring that the Judge is aware of and prepared for all commitments and appointments, preparing for various judicial committees and events, and reminding clerks of critical deadlines.
- Make travel arrangements and prepare travel vouchers and expense reports.
- Responsible for the overall office management and general administrative support for the judge and law clerks, including copying, proofreading, filing, ordering supplies, maintaining equipment, and coordinating facility and technical assistance.
- Distribute information and coordinate assignments to law clerks. Track and maintain staff time and attendance.
- Receive and assist visitors; answer phones and screen calls.
- Serve as a liaison to all other court support units on behalf of the Judge.

## **REQUIRED EXPERIENCE:**

A successful candidate must have demonstrated experience of the following aptitudes: (i) a strong legal, administrative, or paralegal background with knowledge of legal terminology and how to conduct legal research and analysis; (ii) careful attention to detail, especially with respect to reviewing legal documents for accuracy as well as correct grammar, spelling, style, proper legal terminology, and citations; (iii) excellent organization, communication, and administrative skills; (iv) strong motivation and initiative and ownership of assignments through completion; (v) ability to work independently, manage time effectively, meet tight deadlines and set priorities under limited guidance and direction; (vi) ability to work collegially in a small working environment and to interact effectively and tactfully with a wide variety of people; (vii) ability to multi-task and adapt quickly and easily to changing priorities; (viii) ability to adapt to technological innovations, particularly affecting the current practices of chambers and the court. Also, the ability to maintain confidentiality and to exercise good judgment is essential.

- To meet the minimum qualifications for this position, for a JSP-7, the candidate must have a bachelor's degree from an accredited college or university or a paralegal certificate from an accredited paralegal program.
- For the JSP-8, in addition to meeting the qualifications for the JSP-7, the candidate must also have six 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.
- For the JSP-9, in addition to meeting the qualifications for the JSP-7, the candidate must also have one 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.
- For the JSP-10, in addition to meeting the qualifications for the JSP-7, the candidate must also have two 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.
- For the JSP-11, in addition to meeting the qualifications for the JSP-7, the candidate must also have three 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.

## **COURT PREFERRED QUALIFICATIONS:**

- A juris doctor (JD) from a law school of recognized standing.
- Six years' relevant work experience.
- Knowledge of federal and local court administrative rules and protocols.
- Skill in case management, and experience with CM/ECF.

## **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 by the Court. The appointment is provisional and contingent upon the satisfactory completion of a FBI fingerprint background check. Direct deposit of pay required.

**APPLICATION INSTRUCTIONS:**

Submit cover letter, résumé, transcripts from every institution of higher education attended, and references via email to [Paralegal@ca3.uscourts.gov](mailto:Paralegal@ca3.uscourts.gov). The Court will only communicate with those qualified individuals who will be invited to interview. The U.S. Court of Appeals 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.**