

❖ ❖ ❖ **CAREER OPPORTUNITY** ❖ ❖ ❖

**POSITION: JUDICIAL ASSISTANT/PARALEGAL
#19-02**

LOCATION: Sacramento, CA

**SALARY RANGE: \$54,760 - \$86,132* (JSP 9-11)
* Depending on Experience**

FILING DEADLINE: April 16, 2019

POSITION SUMMARY

Fredrick E. Clement, Judge of the United States Bankruptcy Court for the Eastern District of California, is accepting resumes for a Judicial Assistant/Paralegal to work in Chambers.

REPRESENTATIVE DUTIES

The Judicial Assistant/Paralegal's focus will be case work in preparation for law and motion calendars, status conferences and evidentiary hearings. Case work is comprised of paralegal functions, e.g., reviewing pleadings and documents to verify service and procedural compliance with applicable rules and entitlement to relief, and clerical tasks, e.g., preparation of written rulings. Secondary duties will include (1) review of orders submitted by the bar; (2) communication with the clerk's office and third persons; (3) calendaring appointments; (4) review of incoming and preparation of outgoing correspondence; and (5) preparation of administrative and statistical reports.

QUALIFICATIONS

Minimum qualifications are a high school diploma (or equivalent) and a strong paralegal or legal assistant background of not less than five years of specialized legal experience. Preferred qualifications in descending order are: (1) work habits and personal characteristics consistent with the personality of chambers, e.g., characterized by a desire for excellence, organization, work ethic, autonomous work, problem solving and interpersonal skills, attention to detail, and a customer service attitude; (2) post-secondary education (Bachelors or Associates degree or paralegal certificate); (3) command of the written word (drafting and editing); (4) facility with basic mathematic computations; (5) technological adeptness (preferred technologies include Office 365, Word, Excel, Outlook, CM/ECF, Westlaw and Lexis); and (6) bankruptcy experience beyond work for the Clerk of Court.

SALARY

The actual pay level will be established on the basis of the successful applicant's qualifications and experience in accordance with the Judicial Salary Plan of the U.S. Courts. For consideration at the JSP 11 level, candidates must have a minimum of eight years of experience which would include two years of general experience and a minimum of six years of specialized experience.

FILING PROCEDURES

Applicants must submit a cover letter, resume, and two references to:

caeb_hr@caeb.uscourts.gov

Submissions must be received no later than noon on April 16, 2019. Only the most qualified candidates will be interviewed for this position.

Benefits Package

Benefits include ten paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System. Optional participation in Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Thrift Savings Plan (similar to a 401(k) plan with limited matching contributions), Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long-term disability insurance is also available.

Conditions Of Employment

The United States Courts are part of the Federal Judiciary. As such, chambers employees fall under the Judicial Salary Plan (JSP) as opposed to the General Schedule (GS) for federal employees of the Executive Branch. Although comparable to civil service in salary, leave, and insurance benefits, employees of the U.S. Courts have EXCEPTED service appointments. They are at-will employees appointed by the judge can be terminated with or without cause.

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may occur without prior written or other notice.

Employees are required to adhere to the *Code of Conduct for Judicial Employees*, which is available to application to review upon request.

- As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation.
- Participation in the interview process will be at the applicant's own expense. Likewise, no relocation expenses will be provided.
- This position is subject to mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).
- Applicants must be eligible to work for the United States government.

**THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY
EMPLOYER**