United States Court of Federal Claims

717 Madison Place NW
Washington, DC 20005

POSITION VACANCY

Announcement Number:	**CFC-2014-04-CO**
Position Title:	**Paralegal**
Open Date:	**05/07/2014**
Close Date:	**06/06/2014**
Type of Appointment / Position:	**Permanent**
Grade / Salary Range:	**CL-26 ($45,918 – $74,687)** **Promotion potential up to CL27**
Duty Location:	**Washington, DC** (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro)
Who May Apply:	**U.S. Citizens (or persons eligible to work in the United States)**

Position Overview and Representative Duties:

The Paralegal is a member of the Clerk's Office located in the National Courts Building, 717 Madison Place, NW, Washington, D.C. The incumbent performs a variety of duties including assisting the court by independently responding to inquiries from parties regarding cases, finalizing documents for filing, independently reviewing and responding to motions, generating statistical reports, researching legal questions, and preparing memoranda.

No relocation expenses will be paid.

General Experience:

- Review legal documents submitted to the court for completeness and accuracy. Respond to questions related to the status and scheduling of cases. Conduct legal research using source material or the internet. Compose and prepare routine correspondence, procedural orders, and documents that may require substantial research or analysis. Identify emergency or unique matters and undertake special handling requirements.
- Track and monitor calendars, filings, hearings, etc. Review daily reports (electronic and paper) to identify new filings. Monitor compliance with court orders, initiate appropriate action as necessary.
- Maintain court unit's 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.
- Monitor deadlines, prioritize tasks, and determine need for action by the judge or court attorneys. Prepare necessary documents. Compose non-routine documents that require substantial research and analysis. Proofread documents and check citations before submission to judge or before filing under own signature. 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.
- Respond to advanced questions related to court practices. In the absence of (or in lieu of) other employees, perform the duties typically performed by courtroom deputy, calendar clerk, electronic

court recorder operator and duplicator, and case administrator.

- Perform legal research and analysis and communicate results to parties or judges orally or in writing; draft recommendations for resolution.

The successful candidate must be a self-starter as well as detail-oriented. Candidate must also be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times. Candidate must have strong prioritizing and problem-solving skills, solid communication skills (written & oral) and be able to communicate effectively with persons within the court as well as with persons outside the court. A demonstrated ability to work harmoniously with others in a "team" environment and to exhibit a professional manner at all times is essential.

Qualifications:
To qualify at the CL 26 level: Two years of specialized experience, including at least one year equivalent to work at CL-25.

Preferred Qualifications: The court prefers the candidate to have a Bachelor's degree. Five (5) years of specialized experience which demonstrates working knowledge, skills, and abilities to successfully perform the duties of the paralegal may be substituted for the degree requirement.

Specialized Experience: 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.

Benefits:
10 holidays • 13-26 days annual leave (increases with service) • 13 days sick leave • Federal Employees Retirement System • Thrift Savings Plan • Commuter Benefit Program/Metro Transit Subsidy Program • Flexible Spending Accounts • Insurance available for health, dental, vision, life, and long-term care.

How to Apply:
Ensure that your application package contains the following required documents:

- **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- **Resume**;
- **Form AO78 Federal Judiciary Application Form** which can be found at: www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf;
- **Three (3) business/professional references** with name, affiliation, and contact information;
- **Salary History** for prior three (3) years;
- If a current Federal Civilian Employee, your **latest Personnel Evaluation** and your **latest SF-50**; and,
- If a current or recently discharged or retired military member, your **latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214.**
- All documents must be in PDF format and are to be E-mailed. Zip files and faxes will not be accepted.

Send the application package in an Adobe PDF format to: uscfcjobs@ao.uscourts.gov. Please include the Title and Job Announcement Number in the subject line.

What to Expect Next

- The court will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.

- Applicants selected for an interview will be contacted. Interviews may commence immediately.

- The court reserves the right to modify the conditions of this job announcement, to withdraw the job

announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.

- This is an “Excepted Appointment” and an “At Will” position. Federal Government Civil Service classifications or regulations do not apply.

- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.

- If offered employment, such employment shall be provisional pending our receipt of the results of a mandatory Fingerprint and Background Investigation. Until the background investigation is satisfactorily completed, we may only hire you provisionally. The provisional nature of your hiring, however, will not affect your start date, salary, or other benefits.

- No phone calls please. Only those candidates selected for interview will be contacted.

An Equal Opportunity Employer