

Notice of Career Opportunity

United States District Court Eastern District of Missouri



Posting Date:	04/09/2024
Vacancy Number:	TPL-0424
Position Title:	Temporary Paralegal to United States Magistrate Judges Noelle C. Collins and Chief Magistrate Judge Shirley P. Mensah
Starting Salary Range:	JSP 7: \$50,204 JSP 8: \$55,598 JSP 9: \$61,408 JSP 10: \$67,624 JSP 11: \$74,299 (salary dependent on qualifications)
Position Location:	St. Louis, MO
Duration:	Up to 20 weeks
Closing Date:	Open until filled with intentions to start in June/July 2024

Position Summary

The position of Temporary Paralegal to United States Magistrate Judges Noelle C. Collins and Chief Magistrate Judge Shirley P. Mensah will begin June/July 2024, in St. Louis, MO. The position's duration is up to 20 weeks and is shared, it involves working for both Chief United States Magistrate Judge Shirley P. Mensah and Judge Noelle C. Collins (a 50% workload for each).

The Temporary Paralegal is a staff member in the Judge's chambers. The successful candidate will be professional, organized, proficient in writing and editing, have a pleasant and positive attitude and the ability to act as the institutional memory of a small office with a staff of law clerks and will possess the initiative to ensure smooth-running operations in the Judge's absence.

Responsibilities of the position include, but are not limited to:

- Review legal documents as assigned by the Judges for completeness and accuracy. Conduct legal research using source material or the internet. Docket management. Compose and prepare correspondence, procedural orders, and documents that may require substantial research or analysis. Identify unique matters and undertake special handling requirements.
- Perform administrative duties, including using computer applications to prepare documents and correspondence, review legal documents submitted to the court for completeness and accuracy, and other related duties. Receive, screen, and refer questions in person or via telephone. Respond to basic questions related to the status and scheduling of cases.
- Arrange and manage the judge's calendar and travel logistics, continuously updating and coordinating with the judges, legal parties, attorneys, the clerk's office, and other judicial officers and court unit executives. Travel arrangements include preparing vouchers for travel advances and payments. Arrange meetings and conference agendas.

- Performing case checks for potential conflicts of interest, organizing calendar materials, acquiring, and returning court records, reminding clerks of critical deadlines, maintaining a database, preparing expense reports, filing, and collecting and submitting information for various required annual disclosures.
- Screen cases for potential conflicts. Maintain recusal list. Track and monitor calendars, filings, hearings, etc. Review daily reports (electronic and paper) to identify new filings. Assist with selection of law clerks and interns as requested by the judges.
- Maintain and update law libraries within the established budget. Prepare financial disclosure reports.
- Maintain chambers 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.
- Coordinate the assignments of chambers staff. Distribute information and assignments to law clerks or other personnel. Provide orientation and training to law clerks and other personnel regarding judge's style and preferences, and court administrative protocols. Maintain and certify time, attendance, and leave records internally for chambers staff. Provide assistance with automated systems and software for chambers staff.
- Monitor deadlines, prioritize tasks, and determine need for action by the judges. 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.
- Oversee the day-to-day operational management of chambers. Coordinate all general activities and serve as a liaison for the physical needs of the chambers, such as heating/cooling, lighting, and cleaning. Maintain office supplies and arrange for service and repairs of equipment, as needed.
- Perform a wide variety of special projects at the request of the judges, which may include event planning or related tasks.

Qualifications

Bachelor's degree from an accredited college or university or paralegal certificate from an accredited paralegal program.

The ideal candidate will possess a strong administrative and paralegal background; strong organizational skills; a knowledge of legal documents and terminology; the ability to communicate effectively (orally and in writing) with a variety of individuals and groups, including judges, senior staff, and the public; the ability to maintain confidentiality and loyalty; strong knowledge and skill in using personal computers and applications, such as word processing, spreadsheets, e-mail, and the internet; knowledge of electronic case management/filing systems (CM/ECF); skill in using standard office equipment (multi-line telephones, copiers, scanners, etc.); skill in assisting with planning, organizing, and handling logistical arrangements for meetings and travel; the ability to follow detailed instructions and multitask; and the ability to conduct detailed legal, technical, and analytical research.

Salary

Depending on qualifications and experience:

- JSP 7: completion of the requirements for a bachelor's degree from an accredited college or university or a paralegal certificate from an accredited program.
- JSP 8: in addition to meeting the qualifications for JSP-7, requires 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. 2 years of general work.

- JSP 9: in addition to meeting the qualifications for JSP-7, requires 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.
- JSP 10: in addition to meeting the qualifications for JSP-7, requires 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.
- JSP 11: in addition to meeting the qualifications for JSP-7, requires 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.

Benefits

In addition to paid federal holidays, benefits for this position include federal employees' group health, dental, vision and commuter or parking subsidy. Since the appointment is less than one year, not all federal employee benefits apply. Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

Background Investigation Requirements

The selectee considered for this position is required to undergo an FBI Background Check and/or Investigation and social media inquiry as a condition of employment. The selectee may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

Application Procedure and Information

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause. Qualified persons are invited to submit:

- cover letter
- current résumé,
- completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>) *current employees are not required to complete the AO-78 unless selected.
- letters of recommendation may be submitted, but are not required

Application materials may be e-mailed with **TPL-0424** in subject to:

MOED_Employment@moed.uscourts.gov

Only candidates selected for an interview will be contacted. Interviews may be conducted by Zoom video teleconference or in person. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Appointing Judge may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

Equal Opportunity Employer