

CAREER OPPORTUNITY

Legal Analyst Pittsburgh, Pennsylvania CL 28-31 (\$56,093 - \$115,937)



U.S. Bankruptcy Court
Western District of
Pennsylvania

www.pawb.uscourts.gov

U.S. Steel Tower
54th Floor
600 Grant Street
Pittsburgh, PA 15219

An Equal Opportunity
Employer

Position: Legal Analyst (Temporary, subject to funding)

Annual Salary: \$56,093 - \$115,937 (depending upon qualifications), CL 28-31

Position Location: Pittsburgh, PA

Application Deadline: May 24, 2013

Position Summary:

The Legal Analyst position is temporary and subject to funding. This position provides the Court with procedural and substantive legal advice. The incumbent independently conducts legal research; reviews case records and filings; and provides objective advice to Judges, chambers staff, and Court staff.

Duties:

May include, but are not limited to, the following:

- Perform initial procedural review of documents in order to determine proper course of action;
- Perform legal research and analysis and communicate results to Clerk of Court or his designee;
- Review pleadings, motions, briefs, and records, and may draft memoranda or opinions; and,
- Additional projects and tasks as assigned.

Minimum Qualifications:

To qualify for the position, an individual must have graduated with a Juris Doctor from a law school that has been accredited by a recognized accrediting authority; preference given to candidates who have been admitted to practice before the highest court of State, Territory, Commonwealth, or federal court of general jurisdiction of the United States.

The individual must possess strong interpersonal and communications skills and be willing to take on new duties as they are assigned with a positive and creative attitude.

Legal Analyst, Pittsburgh, Pennsylvania

How To Apply:

Applicants must submit the following electronically by 5:00 p.m. on Friday, May 24, 2013: a cover letter, a resume, and a *Federal Judicial Branch Application for Employment* (Form AO 78). Instructions and forms for applying electronically are available at <http://www.pawb.uscourts.gov/career-opportunities>.

Please **DO NOT CALL OR EMAIL** the Court inquiring about the position. Due to the anticipated high volume of applications, the Court cannot respond to inquiries.

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments subject to FBI Fingerprint Background Check, with periodic reinvestigation, if applicable.

All appointments also subject to mandatory electronic funds transfer.
