CAREER OPPORTUNITY

Legal Assistant
Pittsburgh, Pennsylvania
CL 26-27 ($42,595 - $58,519)

Position: Legal Assistant (Temporary, subject to funding)
Annual Salary: $42,595 - $58,519 (qualifications dependent), CL 26-27
Position Location: Pittsburgh, PA
Application Deadline: May 24, 2013

Position Summary:
The Legal Assistant position is temporary and subject to funding. This position performs case management responsibilities using legal terminology, procedures and documents. This position assists the Court by independently responding to inquiries from parties regarding cases, reviewing and finalizing documents, generating statistical reports, and researching legal questions. Additionally, the Legal Assistant may assist the Court on various projects.

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

- Reviews legal documents submitted to the Court for completeness and accuracy;
- Responds to questions related to the cases;
- Conducts legal research using source material or the internet;
- Composes and prepares routine correspondence, procedural orders and documents that may require substantial research or analysis;
- Tracks and monitors calendars, filings, hearings, etc.;
- Reviews reports;
- Monitors compliance with Court orders and initiates appropriate action as necessary;
- Maintains court unit's information storage and filing systems (electronic and paper) for case filings, correspondence, publications, data, forms, and other documents;
- Files orders, notices, and opinions in the Court's electronic filing system;
- Creates and updates templates and standard documents for orders, motions and other related documents;

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

- Monitors deadlines, prioritizes tasks and determines need for action by the Judge or Court attorneys;
- Proofreads documents;
- Responds to advanced questions related to Court practices; and,
- Performs other duties as assigned.

Minimum Qualifications:
To qualify for the position, an individual must have at least two years of experience or completion of the requirements for a Bachelor's degree. The Legal Assistant must also be self-motivated, possess strong interpersonal and communications skills, and be willing to take on new duties as they are assigned with a positive and creative attitude.

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 to apply 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.