



TEMPORARY OPPORTUNITY

**Legal Analyst
Erie, Pennsylvania
Approximately \$8,000
(depending on qualifications)**

**U.S. Bankruptcy Court
for the
Western District of
Pennsylvania**

5414 U.S. Steel Tower
600 Grant Street
Pittsburgh, PA 15219

www.pawb.uscourts.gov

Position: Legal Analyst (June 1, 2023 through June 30, 2023, subject to funding)
Monthly Pay: Approximately \$8,000, CL 29 (depending on qualifications)
Position Location: Erie, PA (with possible telework / remote work)
Application Deadline: Open until filled

Position Summary:

The Legal Analyst position is temporary, subject to funding, and projected to be for the month of June 2023. This position provides the Court with procedural and substantive legal advice. The incumbent may independently conduct legal research and communicate results to the Clerk of Court or his designee; review pleadings, motions, briefs, and records, and draft memoranda or opinions; and provide objective advice to Judges, chambers staff, and Court staff. Additionally, the Legal Analyst may assist the Court on various projects and perform other duties as assigned. One or more positions may be filled through this posting.

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 Legal Analyst 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.

Miscellaneous:

Employees of the Court serve under an "Excepted Service" appointment and are considered "At-Will" employees. All appointments are subject to an FBI Fingerprint Background Check, with periodic reinvestigation, if applicable. Appointment is provisional, and retention is contingent upon the successful completion of performance reviews. All applicants must be a U.S. citizen or be eligible to work in the United States. All appointments are subject to mandatory electronic funds transfer. The U.S Bankruptcy Court is An Equal Opportunity Employer.

How to Apply:

Qualified candidates must electronically submit a cover letter, a resume, and a *Federal Judicial Branch Application for Employment* (Form AO 78) for consideration. Instructions and forms to apply electronically are available at: <http://www.pawb.uscourts.gov/career-opportunities>.