



TEMPORARY OPPORTUNITY

**Legal Assistant
Erie, Pennsylvania
Approximately \$5,800
(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 Assistant (June 1, 2023 through June 30, 2023, subject to funding)
Monthly Pay: Approximately \$5,800, CL 27 (depending on qualifications)
Position Location: Erie, PA (with possible telework / remote work)
Application Deadline: Open until filled

Position Summary:

The Legal Assistant position is temporary, subject to funding, and projected to be for the month of June 2023. This position may perform case management responsibilities using legal terminology, procedures, and documents. This position may assist the Court by independently responding to inquiries from parties regarding cases, reviewing and finalizing documents, generating statistical reports, and researching legal questions. This position also may review legal documents submitted to the Court for completeness and accuracy; conduct legal research using source material or the internet; and maintain the Court's information storage and filing systems (electronic and paper) for case filings, correspondence, publications, data, forms, and other documents. Additionally, the Legal Assistant 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 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.

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>.