



CAREER OPPORTUNITY

Judicial Assistant
Erie, Pennsylvania
JS 7-11, \$50,460 - \$74,678

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

U.S Federal Courthouse
17 SouthPark Row
Erie, PA 16501

www.pawb.uscourts.gov

Position: Judicial Assistant to the Honorable John C. Melaragno
Annual Salary: \$50,460 - \$74,678 (depending upon qualifications), JS 7-11
Position Location: Erie, PA
Application Deadline: Open until filled
Available: Immediately

Position Summary:

The United States Bankruptcy Court for the Western District of Pennsylvania is accepting applications for a full-time, permanent Judicial Assistant reporting to Judge John C. Melaragno in our Erie, PA office. The Judicial Assistant will provide administrative and case-related support to Judge Melaragno. This is a permanent appointment. The position start date is as soon as the successful candidate is available.

Duties:

Include, but are not limited to, the following:

- Assist the Judge during courtroom proceedings;
- Prepare post-hearing proceeding memos and Court Orders;
- Perform cite-checking and proofreading;
- Conduct research;
- Demonstrate a proficiency in computer technical skills and serve as the liaison when interfacing with the Court's IT personnel;
- Monitor and summarize Chapter 11 Monthly Operating Reports, Plans, and Disclosure Statements;
- Prepare Excel spreadsheets on case statistics regarding Chapter 11 cases and the Mediation Program;
- Review fee applications and applications to waive the filing fee;
- Review reaffirmation agreements filed in Chapter 7 cases;
- Assist the Judge with maintaining the Court's Mediation Panel;
- Maintain Chamber's calendaring systems;
- Perform receptionist duties;
- Prepare travel vouchers; and
- Other duties as assigned.

Qualifications:

- Bachelor's degree from an accredited college or university or a Juris Doctor degree welcomed;
- Experience that demonstrates an ability to carry out the above duties;
- Interest in learning about bankruptcy court and the federal judiciary;
- Highly motivated and detail oriented;
- Ability to comply with the Judiciary's Ethical Code of Conduct;
- Ability to multi-task and exercise independent judgment;
- High proficiency with internet research tools and Microsoft Office.

Judicial Assistant, Erie, Pennsylvania

Benefits:

The selected applicant is eligible for a choice of health, dental, and vision insurance coverage from a variety of plans. Participation in the Federal Health Insurance, Life Insurance, and Flexible Spending Plans is optional. The selected applicant will be paid eleven (11) holidays per year

Miscellaneous:

Employees of the Court serve under “Excepted Appointment” and are considered “At-Will” employees. This position is considered a sensitive position. Appointment is provisional and retention is contingent upon the successful completion of an appropriate background check.

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

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:

Applicants must submit the following information electronically: A *Federal Judicial Branch Application for Employment* (Form AO 78), a cover letter, a resume, and a college and law school (if applicable) transcript. Before an offer of employment is made, references must be provided for any current and previous places of employment. Instructions and forms for applying electronically are available at: <https://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. Only qualified applicants will be considered for this position. Participation in the interview process will be at the applicant’s own expense, and relocation expenses will not be provided.

Applicants are advised that the position is available subject to funding. The Court reserves the right to modify the conditions of this job announcement, to staff the position as applications are received, or to withdraw the announcement; any of which may occur without prior written or other notice.