U.S. Bankruptcy Court – Middle District of Tennessee

Career Opportunity # 20-01

Administrative Paralegal to a Federal Bankruptcy Judge

Position Type:	Full-time with benefits
Salary Range:	$58,260 - $75,740 (JSP 10, Steps 1-10) $64,009 - $83,210 (JSP 11, Steps 1-10) (Depending on qualifications and experience)
Job Grade:	JSP 10, Step 1 – JSP 11, Step 10
Open Date:	03/13/2020
Closing Date:	04/15/2020 – OPEN UNTIL FILLED
Location:	Nashville, TN

POSITION OVERVIEW

The United States Bankruptcy Court for the Middle District of Tennessee is seeking applicants for the position of Administrative Paralegal to a Federal Bankruptcy Judge. The Administrative Paralegal performs various administrative, management, and legal duties to assist the judge and the judge's career law clerk in performing the daily activities of the judicial chambers. The position involves coordination of a high volume of court activity due to the large number of consumer bankruptcy cases filed in the Middle District of Tennessee, as well as involvement in business bankruptcies and related litigation.

REPRESENTATIVE DUTIES

The Administrative Paralegal's responsibilities include but are not limited to:

- Assist in processing and entry of orders submitted by attorneys following court hearings, including review of pertinent docket information and adding notes for review by judge in the court's electronic orders processing program.
- Coordinate review and processing of expedited motions and orders, including monitoring of automated e-mails generated by Clerk's Office when expedited requests are filed, checking calendar availability, transferring information to judge, and other tasks required for prompt handling of such expedited requests.
- Coordinate pretrial conference activities, including preparing selected material from court docket, entering data on a summary form, preparing draft scheduling orders based on results of pretrial conferences, uploading pretrial orders into electronic orders processing program, and adding dates to calendar.
- Maintain chambers' calendar to assure that all court dockets, meetings, appointments, deadlines, vacation, travel and other commitments of judge and chambers' staff are up to date on a joint Outlook calendar.
- Review and create daily reports through use of case management software and electronic calendaring program to track selected new motions, adversary proceedings and other items requested by judge.

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Benefits

Federal benefits include:

- Paid Vacation
- Sick Leave
- 10 Paid Holidays
- Retirement Benefits to include a defined contribution program (4.4% of gross pay)
- Thrift Savings Plan (TSP), a 401(k)-styled program with a government match of up to 5%

Optional benefits include:

- Health Insurance
- Life Insurance
- Disability Insurance
- Long-term Care Insurance, which includes medical and dependent care reimbursement.

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How to Apply

Applicants must submit ONE PDF document with the following to applications@tnmb.uscourts.gov:

1) Cover Letter

2) Resume

3) Three professional references with contact information.

4) Application for Federal Branch Employment: https://www.uscourts.gov/sites/def ault/files/ao078.pdf

Attachments should be submitted as Microsoft Word or Adobe Acrobat.pdf documents. Other formats are not acceptable.

Applications will be considered complete when all required attachments in proper format are received in the Human Resources Division. Applicants and/or attachments received after the closing date may not be considered.

Unsuccessful applicants will be notified by mail. Interview will be scheduled by phone.

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- Assist in reviewing and summarizing pleadings in connection with preparation for hearings, motion dockets and trials.
- Download exhibits and other pertinent documents from electronic evidence program and electronic filing system as requested by judge for access on flash drive, iPad, laptop or other devices, depending on nature of the hearing involved.
- Review various electronic resources to update, file and disseminate selected requested material – such as newly published opinions from other bankruptcy courts in Tennessee, decisions relating to particular topics of current interest, etc.
- Research on selected legal issues with guidance from judge or law clerk through use of Westlaw and other electronic resources.
- Track deadlines and prepare various periodic reports required by Administrative Office of the Courts and Sixth Circuit Court of Appeals.
- Assist in various activities related to judge's participation as a panel member on the Sixth Circuit Bankruptcy Appellate Panel.
- Assist in preparation of seminar materials and compiling information for judge's speaking engagements and participation in educational programs.
- Review, proofread, and edit various documents created in chambers by judge and law clerk.
- Create and update templates and forms for various standard orders, memos and letters.
- Receipt of mail and scan documents to create and file PDFs of all correspondence.
- Assist in making travel arrangements, coordinating judges' travel itineraries, and submitting reimbursement requests.
- Maintain chambers information storage and filing systems.
- Coordinate with Clerk's Office staff, building personnel, U.S. Marshal, judges' staffs, and others regarding miscellaneous issues relating to office maintenance, procurement, supplies, IT systems, court security, etc.
- Other duties as requested.
- Scope of duties may be enhanced based on education and skills of successful candidate.

EDUCATION

Candidate must have either an associate degree with a paralegal certificate or a bachelor's degree with appropriate educational credentials suited to the job description.

Any candidate with a J.D. degree will be given special consideration.

QUALIFICATIONS

To qualify for appointment as an Administrative Paralegal, a candidate must possess a minimum of five years of progressively responsible paralegal experience or similar work experience utilizing the types of legal, management and administrative skills described in Representative Duties. J.D. degree may serve as a substitute for the minimum number of years of work experience.

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The successful candidate must also demonstrate communication skills, professionalism, discretion, integrity, and an ability to maintain strict confidentiality.

The successful candidate must have a performance history that demonstrates proven skills in managing limited resources, excellent analytical skills, good judgement, solid organizational management, problem-solving experience, and outstanding oral and written communication skills.

The successful candidate will be an ethical leader and motivator who is able to clearly describe his or her leadership style, vision and values, has experience in promoting and inspiring a culture of high performance and continuous improvements, and always maintains a professional demeanor.

PREFERRED QUALIFICATIONS

Familiarity with the U.S. Bankruptcy Code and applicable rules; experience in a legal or court environment; proficiency in use of the federal court's Case Management/Electronic Case Files system (CM/ECF); experience in using Microsoft Office software and other standard applications such as Adobe; and experience in using legal research tools.

APPLICANT INFORMATION

- This position is subject to mandatory EFT (direct deposit of salary earnings).
- All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.
- Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.
- Applicants must be U.S. citizens. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking United States citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur

without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

- Only qualified applicants will be considered for this position. Employees of the U.S. Bankruptcy Court serve under "Excepted Appointments" and are considered "at will" employees and can be terminated with or without cause. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.
- A 10-year government background investigation, including an FBI fingerprint and criminal records check will be conducted, as a condition of employment, on the candidate selected for this position. The selectee will be hired provisionally pending successful completion of the investigation and a favorable suitability determination. Unsatisfactory results could result in termination of employment. Mandatory re-investigations will occur every five years thereafter.
- **The position is classified as "temporary" for purposes of meeting the probationary period of one year and one day. Upon satisfactory performance of the probationary period, the employee will be classified as "permanent."**

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