



**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF MARYLAND  
OFFICE OF THE CLERK**

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**VACANCY ANNOUNCEMENT  
PARALEGAL FOR U.S. BANKRUPTCY JUDGE**

**ANNOUNCEMENT NUMBER:** 18-08

**APPOINTMENT:** Permanent, Full-time

**LOCATION:** Baltimore, Maryland

**AREA OF CONSIDERATION:** Open to all

**OPENING DATE:** October 22, 2018

**SALARY RANGE:** \$45,972 - \$88,450  
(JSP 7/01 – JSP 11/10)

**CLOSING DATE:** The position is open until filled. First preference will be given to qualified applicants whose applications are received by November 9, 2018.

**POSITION SUMMARY:**

The United States Bankruptcy Court for the District of Maryland is seeking applicants to fill one permanent full-time paralegal position for a bankruptcy judge that will begin on or after January 1, 2019.

**POSITION OVERVIEW:**

The Paralegal reports directly to the bankruptcy judge and assists the judge in the daily activities in chambers. The Paralegal also performs administrative and legal/paralegal duties as assigned by the judge. The individual must be detail-oriented, self-motivated, well organized, and be able to multitask in a fast-paced environment. The incumbent also must have excellent interpersonal and communication skills as well as a pleasant, professional demeanor.

**REPRESENTATIVE DUTIES:**

- Reviews legal documents as assigned by the judge for completeness and accuracy. Conducts legal research using source material or the internet. Composes and prepares correspondence, procedural orders, and documents that may require substantial research or analysis. Identifies unique matters and undertakes special handling requirements.
- Monitors deadlines, prioritizes tasks, and determines need for action by the judge. Monitors caseload, organizes filings and files correspondence related to cases. Compiles and arranges information and data and prepares required periodic reports regarding court and non-court activities.
- Performs administrative duties, including reviewing legal documents submitted to the court for completeness and accuracy, and other related duties. Receives, screens, and refers telephone and in person callers. Responds to basic questions related to the status and scheduling of cases. Arranges and manages the judge's schedule, continuously updating and coordinating with the judge, legal parties, attorneys, the clerk's office, and other judicial

officers and court unit executives.

- Uses computer word processing applications to prepare documents, memorandum and correspondence. Accurately and expeditiously transcribes orders, opinions, correspondence and other work product as drafted by the judge.
- Makes travel arrangements and prepares travel vouchers for the judge. Arranges meeting and conference agendas. Maintains office supplies and inventory of property assigned to chambers. Places calls for repair of office equipment. Maintains and certifies time, attendance and leave records for chambers staff.
- Maintains chambers information storage and internal filing systems (electronic and paper) for case filings, correspondence, publications, data, forms and other documents.
- Files correspondence, 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.
- Maintains financial disclosure information, as needed. Tracks and monitors calendars, filings, hearings, etc. Reviews daily reports to identify new filings. Screens cases for potential conflict and maintains recusal list.

#### **QUALIFICATIONS:**

To qualify for the position of Paralegal at the JSP 7, the incumbent must have a minimum of a bachelor's degree from an accredited college or university or a paralegal certificate from an accredited paralegal program.

To qualify for a higher grade level, in addition to the educational requirements noted above, the incumbent must also possess a specified number of years of progressively responsible experience that is closely related to the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of this position.

- JSP 8 level: Six months of progressively responsible experience.
- JSP 9 level: One year of progressively responsible experience
- JSP 10 level: Two years of progressively responsible experience.
- JSP 11 level: Three years of progressively responsible experience or a Juris Doctor (JD) from a law school of recognized standing.

The incumbent will manage multiple responsibilities and will interact with judges, court unit executives, court managers, court staff and the general public. The incumbent should demonstrate the following skills and proficiencies:

- Excellent organizational and detailed oriented skills.
- Ability to communicate professionally and with tact both orally and in writing.
- Ability to maintain confidentiality and handle sensitive matters in a professional manner.
- Ability to handle multiple priorities and follow up on pending/outstanding tasks or assignments.
- Strong analytical skills and ability to exercise sound judgment when faced with difficult situations.

- Advanced proficiency in Microsoft Word
- Proficiency in Microsoft 365, Excel, Outlook and lotus notes email.

### **Preferred Qualifications**

Experience with bankruptcy law, procedures, rules, and terminology is preferred.

### **BENEFITS:**

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching) as well as participation in the Federal Employees Retirement System, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Funds Transfer (EFT) for payroll deposit is required.

### **CONDITIONS OF EMPLOYMENT:**

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. As a condition of employment, the selected candidate must successfully complete a background check. Employment will be considered provisional pending the successful completion of the background check and a favorable suitability determination.

### **HOW TO APPLY:**

All interested persons must submit a **single** PDF containing:

- Cover letter;
- Resume;
- Completed AO 78 Application Form, which may be obtained at [www.mdb.uscourts.gov](http://www.mdb.uscourts.gov);
- Copies of their last two performance evaluations; and
- The names and contact information for three professional references. Please note that by submitting the references, the applicant consents to those references being contacted.

Application packages must be emailed to [Jobs@mdb.uscourts.gov](mailto:Jobs@mdb.uscourts.gov) (please include "Paralegal" in the subject line). **Please note that applications that are not submitted as a single PDF or are incomplete will not be considered.**

Interview travel expenses and relocation expenses will not be reimbursed. The court provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees," which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice. Please be aware that due to the volume of applications received, only candidates selected for an interview will be contacted.

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