

**UNITED STATE DISTRICT COURT
SOUTHERN DISTRICT OF INDIANA
Evansville Division**

EVANSVILLE CHAMBERS PARALEGAL
JS 11/1 – JS 11/10 (\$58,562-\$76,131)
depending on qualifications and experience
CLOSING DATE: Monday, December 21, 2015

The United States District Court for the Southern District of Indiana is accepting applications for a Chambers Paralegal position located in the Federal Building/U. S. Courthouse in Evansville, Indiana. This position is part of Magistrate Judge Matthew Brookman's staff. The Chambers Paralegal performs administrative and legal duties in assisting the judge with the daily activities of the office.

DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

1. Review legal documents as assigned by the judge for completeness, accuracy, and compliance with rules. Conduct legal research using source material, the internet and Westlaw. Compose and prepare correspondence, procedural and substantive orders, and documents that may require substantial research or analysis. Identify unique matters and undertake special handling requirements. Prepare PowerPoint presentations.
2. Perform administrative duties, including using computer applications to prepare documents and correspondence, reviewing legal documents submitted to the court for completeness and accuracy, and other related duties. Receive, screen, and refer telephone and in person callers. Respond to basic questions related to the status and scheduling of cases. Arrange and manage 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.
3. Track and monitor calendars, filings, hearings, etc. Review daily reports (electronic and paper) to identify new filings. Assist with selection of law clerks and interns as requested by the judge.
4. Maintain financial disclosure information. Maintain chambers information storage and filing systems (electronic and paper) for case filings, correspondence, publications, data, forms, and other documents.
5. File orders, notices, and opinions in the court's electronic filing system. Create and update templates and standard documents for orders, motions, and other related documents. Make travel arrangements and prepare vouchers for travel advances and payments. Arrange meetings and conference agendas. Maintain office supplies and inventory of property assigned to chambers. Place calls for repair of office equipment.

6. Provide orientation and training to law clerks and other personnel regarding the judge's style and preferences, and court administrative protocols. Provide assistance on automated systems and software for chambers staff.
7. Monitor deadlines, prioritize tasks, and determine need for action by the judge. Monitor caseload, organize filings and correspondence related to cases, log motions and other actions, and update the case list. Compile and arrange information and data and prepare required periodic reports regarding court and non-court activities.
8. Manage budgetary, shared services, or facilities issues.

QUALIFICATIONS: Applicants must be self-directed, highly organized, and able to balance the demands of varying workload responsibilities and deadlines. Candidates must possess excellent written and oral communications skills, as well as interpersonal skills. A bachelor's degree from an accredited college or university and/or a paralegal certificate from an accredited paralegal program is required. Applicant shall possess, at a minimum, three years of progressively responsible experience in the legal field, preferably in a court setting, OR a Juris Doctor from a law school of recognized standing.

APPLICATION INSTRUCTIONS: Qualified applicants must submit a cover letter indicating why they are interested in the position, a résumé, a completed application form AO 78, college/paralegal program transcripts, and a separate list of three references with telephone contact information and basis for reference relationship.

All of the above items should be emailed as one single PDF document to HRsubmit@insd.uscourts.gov no later than 5:00 pm eastern time, Monday, December 21, 2015. The subject line should note the applicant's name and contain the words Chambers Paralegal. Neither faxed nor mailed résumés will be accepted. In order to be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions. Failure to do so will invalidate the application without further acknowledgement from the Court.

BENEFITS: Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the available benefits are:

- Participation in the federal health, dental and vision programs of your choice.
- Participation in the Federal Employees Retirement System.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in a long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.

The Court is an Equal Opportunity Employer. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment. Please note that federal judicial employees are governed by certain ethical guidelines that prohibit engaging in any political activities, whether partisan or nonpartisan.