



UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

***TEMPORARY TO PERMANENT CAREER OPPORTUNITY ***

ALBUQUERQUE, NM

Position: Paralegal to Circuit Judge Harris L Hartz (#22JS04)

Closing Date: Open until filled. Preference given to applications received by July 1, 2022.

Salary Range: Judiciary Salary Plan (JSP) Grade 9 - 11 (\$55,169 – \$66,750). Salary is commensurate with experience, qualifications, and education. This position temporary with the potential for permanent placement and is not eligible for promotional advancement beyond the grade 11.

Position Overview:

A United States Circuit Judge on the Court of Appeals for the Tenth Circuit is seeking qualified applicants to serve as a Paralegal. This position is a temporary to permanent position within chambers and is responsible for managing the daily operation of chambers as well as providing substantive legal and administrative support to the judge. The ideal candidate will display initiative, good judgment, professionalism, follow-through, organizational skills, and a strong work ethic. Additionally, the ideal candidate will demonstrate the ability to act as the institutional advisor for a small staff with rotating law clerks and to readily adapt to changing priorities.

Representative Duties:

The Paralegal serves as the office manager for chambers, overseeing daily operations and maintenance of the office and supporting the chambers' staff as required. Duties include formatting, editing, and proofreading documents; conducting legal research; drafting orders; and checking citations using the Bluebook. The Paralegal will also provide administrative support to the chambers by maintaining and organizing multiple filing systems and overseeing the chambers' case-management system; coordinating the annual hiring of law clerks, including opening and logging applications and maintaining appropriate recruitment records; receiving and screening phone calls and mail; handling routine office matters, including ordering office supplies and equipment; gathering and reporting statistical data for court use; arranging the judge's travel itineraries; and serving as the liaison to all other court units on behalf of the judge. Legal writing and research assignments may be granted based on experience.

Qualifications and Requirements:

- Bachelor's degree and/or paralegal certificate with relevant administrative experience.
- A minimum of one year of progressively responsible experience legal administration.
- Strong administrative background, preferably in a legal setting.
- Superior verbal and written communication skills, including superior editing and proofreading skills.
- Excellent organizational skills and the ability to manage multiple priorities.
- Ability to work independently and anticipate challenges, and to exercise tact, good judgment, and initiative.
- Proficient computer skills, including Microsoft Office Suite, database management, and online legal research.
- Ability to maintain strict confidentiality of all office and judicial matters.

Preferred Qualifications:

- Juris Doctor (JD) from a law school of recognized standing.
- Federal court experience as a law clerk or administrative law clerk.
- At least one year of experience working as a practicing lawyer.
- Legal research experience.

How to Apply: Submit cover letter, resume, three professional references and Application for Judicial Employment, as a single PDF attachment, to HR@ca10.uscourts.gov. Reference 22JS04 in the subject line. **Incomplete application packages will not be considered.**

Information for Applicants: Any applicant must be a U.S. Citizen or actively seeking citizenship. Appointment is contingent upon successful completion of a background investigation. Employees of the U.S. Courts are "at will." Employees are subject to the Judicial Code of Conduct. **Only applicants selected for interview will be contacted.** The U.S. Courts are equal-opportunity employers.