



# UNITED STATES DISTRICT COURT District of New Mexico

Honorable William P. Johnson, Chief Judge  
Mitchell R. Elfers, Clerk of Court

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

## NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 20-ABQ/WPJ-1

<b>ANNOUNCEMENT DATE:</b>	<b>September 4, 2020</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b> <i>Preference given to applications received by September 18</i>
<b>POSITION:</b>	<b>Paralegal, Full-time</b>
<b>STARTING LEVEL/SALARY:</b>	<b>JSP 10/Step 1 to JSP 11/Step 10</b> <b>\$58,627 to \$83,734</b> <i>Depending on Qualifications</i>
<b>LOCATION:</b>	<b>Albuquerque, New Mexico</b>

### POSITION OVERVIEW

This administrative position is part of the chambers staff of Chief U.S. District Judge William P. Johnson. The Paralegal performs administrative and legal duties using the appropriate technological tools and incorporating proper legal terminology, procedures, and documents. The Paralegal also assists the judge in the daily activities of the office, performing administrative management, legal, and related paralegal duties as assigned by the judge.

### REPRESENTATIVE DUTIES

- ◆ Perform administrative tasks in connection with the judge's duties as chief judge. Use technology to help the judge manage and prioritize email and other information related to being chief judge. Draft administrative orders, correspondence, reports and other documents. File orders, notices, and opinions in the court's electronic filing system.
- ◆ Assist the judge in court governance matters such as keeping track of court committees (membership and upcoming term expirations), arranging meetings and conference agendas, scheduling and maintaining agenda items for judges' meetings, taking minutes, etc.
- ◆ Assist the judge in processing Criminal Justice Act vouchers submitted for approval by defense lawyers representing indigent defendants.

- ◆ Receive, screen, and refer questions in person, via telephone or by email. Respond to basic questions related to the status and scheduling of cases.
- ◆ Arrange and manage the judge's schedule, coordinating with the judge, legal parties, attorneys, the clerk's office, and other judicial officers and court unit executives. Make travel arrangements and prepare vouchers for travel advances and payments.
- ◆ Compile and arrange data and prepare required periodic reports to the Administrative Office of the United States Courts regarding court and non-court activities. Maintain financial disclosure information.
- ◆ Review legal documents as assigned by the judge for completeness and accuracy. Conduct legal research using source material or the internet. Identify unique matters and undertake special handling requirements. Monitor deadlines, prioritize tasks, and determine need for action by the judge. Screen cases for potential conflict. Maintain recusal list. Track and monitor calendars, filings, hearings, etc. Review daily reports (electronic and paper) to identify new filings.
- ◆ Coordinate with administrative personnel in other judicial chambers, the Clerk's Office, Bankruptcy Court, U.S. Probation and the United States Marshals Service on matters relating to administrative responsibilities Judge Johnson has as Chief Judge.
- ◆ Use advanced knowledge of technology to assist chambers staff in using automated systems and software meaningfully. Create and update templates and standard documents for correspondence; assist with templates for orders, motions, and related legal documents if required.
- ◆ Other duties as assigned.

### **MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS**

- ◆ Requires a bachelor's degree from an accredited college or university, **OR** a paralegal certificate from an accredited paralegal program.
- ◆ In addition, successful candidates must have a **minimum of two (2) years of progressively responsible experience that is in or closely related to the work of the position**. Excess experience above the two years may be used to qualify candidate at the JSP 11 and is preferred.
- ◆ This position requires a high level of technological proficiency in the use of automated equipment and software including Microsoft Office (Word, Excel, Power Point and Outlook), database applications, case management systems, legal research tools, and various other applications that support the court. Requires skill in the use of communications equipment and applications (e.g., Zoom or other video conferencing platforms), or the ability master new technology as needed.

## **COURT PREFERRED EXPERIENCE/QUALIFICATIONS**

- ◆ In addition to extensive technological proficiency, demonstrated ability to assist and train others on the use of automated systems is preferred. Experience with video conferencing and managing workload remotely is a plus.
- ◆ Knowledge of federal and local court administrative rules and protocols; legal experience in federal matters is a plus. Skill in interpreting court orders. Skill in managing, scheduling, and interpreting the court calendar; planning and scheduling events; organizing work products and in case management. Ability to accurately carry out complex instructions.
- ◆ Advanced skill in writing and editing legal documents with accuracy, speed, and attention to detail, using correct grammar, style, proper legal terminology and citations. Ability to communicate effectively (orally and in writing) and to maintain cooperative relationships with attorneys, parties, and jurors, as needed in order to exchange information to support the work of a judge. Ability to manage time effectively and meet tight deadlines.
- ◆ Ability to conduct legal research utilizing all available resources, and to analyze complex concepts and complicated facts. Ability to synthesize the results of research, and to summarize and communicate those results in a clear and concise manner.
- ◆ The successful candidate should possess a strong work ethic, integrity, good judgment, and the ability to maintain confidentiality. Applicants should demonstrate attention to detail, tact, initiative, collegiality and the ability to work independently, and maintain a professional appearance and demeanor at all times.

## **CONDITIONS OF EMPLOYMENT**

- ◆ Employees must be United States Citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are “at will” and can be terminated with or without cause by the court.
- ◆ The United States District Court requires employees to adhere to a Code of Ethics and Conduct.
- ◆ Applicants are subject to a criminal background investigation, credit check, and skills assessment testing. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ Travel expenses for an interview will not be reimbursed.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

## **BENEFITS**

A generous benefits package is available to full-time excepted employees, including

- ◆ A minimum of 10 paid holidays
- ◆ Paid annual leave in the amount of 13 – 26 days per year, depending on length of service
- ◆ Paid sick leave in the amount of 13 days per year
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance
- ◆ Retirement benefits (FERS)
- ◆ Thrift Savings Plan (TSP)
- ◆ Credit for prior government service

## **APPLICATION INFORMATION**

Qualified applicants must email a **cover letter with two references, current résumé,** and **AO-78** \* (*Federal Judicial Branch Application for Employment*) **by email to** [usdcjobs@nmd.uscourts.gov](mailto:usdcjobs@nmd.uscourts.gov).

\*The AO-78 can be downloaded at <http://www.nmd.uscourts.gov/employment>.

PLEASE USE "PARALEGAL – CHIEF JUDGE WILLIAM P. JOHNSON" IN THE SUBJECT LINE

Applications **must** be submitted in **ONE PDF** document.

*Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and if travel restrictions permit an in-person interview, the applicant must travel at his/her own expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.*

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**