



U. S. District Court  
Northern District of Ohio  
801 West Superior Avenue  
Cleveland, Ohio 44113

Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match
- Transit subsidy

The U. S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

# U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO

## Paralegal to Senior District Judge

### VACANCY #21-19

**LOCATION:** Toledo, Ohio

**STATUS:** Full-time permanent

**CLASSIFICATION:** JSP-8 – JSP-11

**SALARY RANGE:** \$48,378- \$84,049

**POSTED:** June 11, 2021

**CLOSING DATE:** Open Until Filled.  
Applications preferred by August 11, 2021.

**AREA OF CONSIDERATION:** Open to all qualified applications

#### Position Overview

The U.S. District Court for the Northern District of Ohio is seeking a Paralegal to perform administrative and legal duties for Judge Jack Zouhary, **beginning January 1, 2022**. Position will work closely with others on the Staff (the "Z Team"). Applicants should be well-organized, attentive to detail, and comfortable multi-tasking. **Prior legal work experience is required.**

This position assists the judge in managing the daily activities of Chambers, managing, and monitoring cases, and performing assigned paralegal and legal activities. Duties include but are not limited to:

- Reviewing legal documents for completeness and accuracy; conducting legal research; composing and preparing correspondence, orders, and documents, some of which will require substantial research, analysis, or special handling.
- Performing administrative duties such as transcribing dictation, preparing and processing correspondence; receiving, screening and responding to telephone and in-person inquiries; coordinating the judge's schedule and maintaining necessary communication and updates with internal and external parties; preparing and processing travel and payment vouchers; scheduling meetings; maintaining office supplies and inventory of office equipment; placing calls for repair of office equipment.
- Tracking, monitoring, and updating calendars/schedules, filings, hearings, etc. to ensure deadlines are met, tasks are prioritized, and action items are identified; reviewing daily reports to identify new filings; screening cases for potential conflict and maintaining recusal list.
- Maintaining Chambers information and related storage and filing systems, including financial disclosure information, legal resources, case filings, correspondence, publication, forms, and other documents.

### How to Apply:

Applicants must submit the following documents:

- Cover Letter
- Resume
- Two professional references with contact information
- Application for Federal Judicial Branch Employment found at: <https://www.ohnd.uscourts.gov/careers>

Applicants can submit ONE PDF document via email to [Zouhary\\_chambers@ohnd.uscourts.gov](mailto:Zouhary_chambers@ohnd.uscourts.gov) or mail the application to:

U.S. District Court  
Attn: VA 21-19  
1716 Spielbusch Avenue  
Room 203  
Toledo, OH 43604

These applications will be held in the strictest confidence

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

### Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background check with law enforcement agencies including fingerprint and criminal records check.
- Employment is considered provisional until the FBI check is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

- Filing orders, notices, and opinions in the Case Management/Electronic Case Files (CM/ECF) system; creating and updating standard templates and documents.
- Coordinating assignments and distributing information for Chambers staff; updating the Chambers manual; providing orientation and training for Chambers staff as requested.

### **Qualifications (Must be met at the time of application):**

Qualifications for all levels are pursuant to the Judiciary Salary Plan (JSP) for the U.S. Courts. Completion of the requirements for a bachelor's degree from an accredited college or university, or a paralegal certificate from an accredited paralegal program is required. All grade levels must have progressively responsible experience that is in or closely related to the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties of the position. The number of years of progressively responsible experience required for JSP-8 to JSP-11 are:

- JSP-8 - six months of experience,
- JSP-9 - one year of experience,
- JSP-10 - two years of experience, and
- JSP-11 - three years of experience **OR** a juris doctor (JD) from a law school of recognized standing.

Applicants should have:

- Knowledge of federal court administrative rules, procedures and protocols, knowledge of legal terminology, and case management systems (CM/ECF is preferred); ability to conduct legal research and analysis and acquire subject matter content as necessary.
- Skill in managing a court calendar and associated tasks and activities; skill in coordinating assignments for self and others while ensuring timely communication to all stakeholders.
- Excellent administrative and organizational skills; working knowledge of automated equipment and software including word processing, spreadsheets, databases, case filing, case management, and research systems; ability to conduct research on internet and intranet.
- Skill in writing and editing legal documents with considerable accuracy, speed, attention to detail, and proper use of the English language and legal citations.
- Ability to interact effectively and maintain cooperative relationships with judges, Chambers staff, and other court personnel to support the work of the judge; ability to communicate effectively with attorneys, parties, and jurors; ability to schedule meetings and work well with others on the Chambers team.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.