

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF IOWA**

CAREER OPPORTUNITY

Position: Paralegal (2 positions offered)
Location: Des Moines, Iowa
Closing Date: June 27, 2014
Starting Salary Range: \$38,334 (CL-25/01) - \$62,307 (CL-25/61)
*Salary commensurate with experience and qualifications

Position Summary Full Time (40 hours per week)

The U.S. Bankruptcy Court for the Southern District of Iowa is seeking an experienced and qualified paralegal for the Court. The broad range of duties include independently reviewing and responding to motions and other legal pleadings, drafting orders, finalizing documents for filing, preparing case summaries and researching legal questions. The paralegal is part of the Clerk's Office and will be required to work independently and as part of a team with Judicial Chambers and Clerk's staff. The right candidate will be able to show an ability to excel in a fast-paced environment and will be able to assist the public on complex issues in a friendly and professional manner.

Summary of Representative Duties

- Maintain official case records in the court's electronic case management system.
- Respond to questions related to the status and scheduling of cases.
- Electronic filing and quality control of bankruptcy cases, adversary proceedings and legal documents.
- Document receipt of court funds, issue receipts and reconcile funds.
- Review daily reports to identify new filings. Initiate appropriate action as necessary.
- Review legal documents submitted to the court for accuracy, compliance with court procedures and conformity with federal rules.
- Monitor completion of the required procedural steps and perform the necessary noticing and administrative tasks.
- Monitor deadlines, prioritize tasks and determine need for action by the judge. Prepare necessary documents for judge review.
- Identify emergency or unique matters and undertake special handling requirements.
- Docket orders, notices and opinions in the court's electronic case management system.
- Respond to advanced questions related to court practices.
- Interact with trustees and counsel.
- In the absence of other employees, perform the duties typically performed by courtroom deputy, electronic court recorder operator and case manager.

Qualification Standards

Applicant must possess either a paralegal certificate or degree from an accredited provider or completion of the requirements for an associate's or bachelor's degree from an accredited school in a related legal field. Applicant must also have at least one year of specialized experience in a

position providing knowledge, skills and abilities to successfully perform the duties relating to this position. Bankruptcy experience is preferred.

Applicant must demonstrate employment experience in an administrative role, preferably one in which accuracy and detail are of the utmost importance. All applicants must demonstrate the ability to work with the public in a friendly, professional manner and a commitment to engaging in a collaborative team atmosphere. Additionally, all applicants must possess excellent computer skills in a PC environment.

Benefits

Judiciary employees serve under excepted appointments (not civil service). Federal benefits include paid vacation and sick leave, health benefits and life insurance, disability insurance and long-term care, retirement benefits and a tax-deferred savings plan. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

Background Investigation Requirements

The selected candidate will be subject to a background check including a fingerprint search of the criminal history records maintained by the FBI Criminal Justice Information Services Division. Retention will depend upon a favorable suitability determination of the background investigation. As a condition of employment, employees may be subject to updated background investigations every five years.

Procedure for Applying

The application package must include: (1) a cover letter; (2) detailed resume; (3) college transcript; (4) a completed form AO78 Application for Judicial Employment which is available through the United States Courts website at www.uscourts.gov/Careers; and (5) answers to supplemental questions as follows:

1. What approaches do you use to successfully join an existing work team?
2. Please give an example of a time when you had to solve a problem. Describe the problem, and the steps you took to solve it.

Response to both questions should not exceed a total of two pages, single or double spaced. Submit application package to:

Virginia L. Satterstrom, Clerk
U.S. Bankruptcy Court
110 E. Court Ave., Suite 300
Des Moines, IA 50309

Please direct all questions regarding this position to Ms. Satterstrom (515) 323-2843.