



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

CAREER OPPORTUNITY

Position: Paralegal
Duty Station: Des Moines, Iowa
Application Opening Date: March 18, 2026
Open until filled
Starting Salary Range: \$54,813 (CL-26/01) - \$89,083 (CL-26/61)
*Salary commensurate with experience and qualifications.
Promotion potential to CL 27 without further advertisement.

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 other operations staff.

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 paralegal 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

- 13 days of vacation per year for the first three years of service, 20 days of vacation per year after three years of service, 26 days of vacation per year after fifteen years of service.
- 13 days of sick leave per year.
- 11 holidays per year.
- Medical coverage with a government contribution (choose from a variety of plans, health premiums may be deducted as pre-tax dollars, optional participation).
- Vision and dental insurance (optional participation).
- Life insurance program with a government contribution (optional participation).
- Flexible Spending Program (pre-tax contributions for health/dependent care/transportation expenses, optional participation).
- Federal Employees Retirement System (FERS).
- Thrift Savings Plan (employer matching, similar to 401K, optional participation).
- Public transportation subsidy or parking privileges (dependent on fiscal year funding).

This position is subject to mandatory participation in electronic funds transfer (direct deposit) for payroll.

SELECTION PROCESS

The most qualified applicants will be invited to one (or more) personal interviews with the court. Persons selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse candidates for travel or relocation expenses.

Prior to appointment, the selectee considered for this position is required to undergo an FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation. As a condition of employment, employees are subject to updated background investigations every five years.

APPLICATION PROCEDURE

To be assured consideration for this position, qualified applicant must submit:

- Cover letter detailing qualifications and relevant experience;
- Resume;
- Three professional references; and
- Completed Application for Judicial Branch Employment (AO78)
Available at: www.uscourts.gov/forms/AO078.pdf

Documents must be submitted in PDF format to: IASB_HR@iasb.uscourts.gov

The Bankruptcy Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date without prior written notice. Incomplete applications, as well as those not submitted electronically, will not be considered. Only those applicants selected for interview will be contacted.

The United States Bankruptcy Court is an Equal Opportunity Employer and welcomes diversity.