

# **UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF WISCONSIN**

## **VACANCY ANNOUNCEMENT 19-04**

Position:       **JUDICIAL ASSISTANT/PARALEGAL**

Opening Date: **January 29, 2019**

Closing Date: **Open until filled; preference given to applications received by  
February 15, 2019**

Salary Range: **\$52,690 - \$82,876 (JSP 9 – JSP 11)  
(depending upon qualifications and experience)**

Location:       **Milwaukee, WI**

### **POSITION SUMMARY:**

The United States Bankruptcy Court for the Eastern District of Wisconsin is accepting resumes and applications for the position of Judicial Assistant/Paralegal to the Honorable Katherine Maloney Perhach. This position will be available as soon possible. The Judicial Assistant/Paralegal is responsible for the day-to-day operations of judicial chambers and provides administrative and paralegal support to the Bankruptcy Judge, the Bankruptcy Judge's law clerk, and the Bankruptcy Judge's Courtroom Deputy, as appropriate.

### **PREFERRED QUALIFICATIONS:**

- A Bachelor's degree, associate degree, or paralegal certificate is preferred; a high school diploma or equivalent is required.
- Strong paralegal or legal assistant background, including at least five years of specialized experience gained in a legal setting or a court setting.
- At least five years of significant experience working with a legal professional on bankruptcy matters and a working knowledge and understanding of the Bankruptcy Code, bankruptcy procedures, and court rules.
- Excellent verbal and written communication skills, including superior editing and proofreading skills and mathematical aptitude.
- Excellent organizational skills and the ability to plan, manage, prioritize, and execute on multiple assignments and responsibilities in a fast-paced environment.
- Ability to work independently and anticipate needs and problems, and to exercise good judgment, initiative, and problem-solving skills.
- Ability to work quickly and harmoniously with others in a team-based environment.
- Punctuality and an ability to meet short deadlines in high-pressure situations.

- Proficient computer skills, including demonstrated knowledge of and skill in using Microsoft Office Suite, Lotus Notes, and the federal court's Case Management/Electronic Case Files (CM/ECF) system and familiarity with legal research databases, such as Lexis and Westlaw. Must have the ability to adapt to changing technologies and to learn new systems as needed.
- Demonstrated proficiency and accuracy in office protocols and administrative practices such as calendaring, travel planning, preparation of travel vouchers, typing, photocopying, assembling, filing, record keeping, telephone usage, and equipment maintenance.
- Must have a positive attitude, deliver outstanding customer service, interact tactfully with court staff, counsel, trustees, litigants, and the public, and present a professional image for the Court at all times.
- Ability to maintain strict confidentiality of all office and judicial matters.

#### REPRESENTATIVE DUTIES:

- Review petitions, motions, complaints, and other pleadings that come before the Court to determine the issues involved and the basis for relief;
- Prepare case summaries and factual chronologies;
- Review dockets of pending litigation and monitor progress and provide information to the judge in connection with pending litigation;
- Maintain the judge's calendar, including scheduling of court dates and providing notice of hearings;
- Prepare executive correspondence, legal documents, and other materials for the judge's review and signature;
- Review, edit, and proofread materials prepared by others for the judge's signature for accuracy, proper format, proper grammar, notice to interested parties, and time limits;
- Review, edit, proofread, and draft orders for the judge's review;
- Maintain and organize multiple filing systems and manage chambers' case management system, including performing docketing functions and running reports in the federal court's Case Management/Electronic Case Files (CM/ECF) system;
- Assist the judge and law clerk with legal research and drafting, as appropriate;
- Serve as office manager for chambers, overseeing daily operations and maintenance of the office, supporting the chambers' staff as required, and sharing in the administrative tasks of chambers;

- Receive, screen, prioritize, and route all incoming telephone calls, visitors, mail and administrative and case-related materials to appropriate individuals in the office;
- Answer routine inquiries and provide assistance to counsel, court officials, litigants and members of the public, as authorized, maintaining the confidentiality of sensitive matters and without giving legal advice;
- Assist the judge during courtroom proceedings, as needed;
- Maintain and update chambers' library materials, as needed;
- Travel to attend conferences, hearings, and trials that are scheduled out of the Milwaukee area, as needed;
- Prepare statistical and other required reports; and
- Perform other duties as assigned.

#### SALARY AND BENEFITS:

The actual pay level will be established on the basis of the successful applicant's qualifications and experience in accordance with the Judicial Salary Plan of the U.S. Courts. For consideration at the JSP 11 level, candidates must have a minimum of eight years of experience which would include two years of general experience and a minimum of six years of specialized experience. A benefits package is available and includes ten paid holidays per year, retirement benefits, a taxed deferred savings plan, paid vacation and sick leave, health insurance, life insurance, long-term care insurance, dental and vision insurance, and flexible spending accounts. The position is subject to mandatory Electronic Funds Transfer (EFT) participation of net pay.

#### INFORMATION FOR APPLICANTS:

The U.S. Bankruptcy Court is a part of the judicial branch of the United States Government

Applicants must be United States citizens or eligible to work in the United States.

The court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice.

The initial appointment of this position will be for one year and one day.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Only applicants selected for an interview will be notified.

The successful candidate for the position is subject to a background check or investigation, which includes an FBI fingerprint check.

Employees of the Federal Judiciary are hired as excepted service, “*at will*” employees.

The United States Bankruptcy Court for the Eastern District of Wisconsin is an Equal Opportunity Employer.

APPLICATION PROCEDURE:

An Application for Judicial Branch Employment (Form AO-78) is available on our website at [www.wieb.uscourts.gov](http://www.wieb.uscourts.gov) under the “Court Information/Careers” page. In a cover letter accompanying a detailed resume and an AO-78 Application for Judicial Branch Employment, please specify how you satisfy the qualifications listed above. Any resume submitted without the required cover letter addressing those qualifications will not be considered. Please submit application materials electronically to [hr\\_wieb@wieb.uscourts.gov](mailto:hr_wieb@wieb.uscourts.gov) or by mail marked “Personal & Confidential” to:

U.S. Bankruptcy Court  
Attention: Human Resources  
517 East Wisconsin Avenue, Room 126  
Milwaukee, WI 53202