



UNITED STATES DISTRICT COURT– SOUTHERN DISTRICT OF IOWA

POSITION: Legal Advisor

LOCATION: Des Moines, IA

OPENING DATE: Wednesday, September 7

CLOSING DATE: Open Until Filled, applications received by September 23 will receive priority consideration

CLASSIFICATION LEVEL/SALARY RANGE: CPS CL-28 (\$56,797- \$92,336); salary is based on experience and qualifications in accordance with the Court Personnel System.

POSITION OVERVIEW

This position is located in the Clerk's Office of the United States District Court for the Southern District of Iowa and reports to the Chief Deputy Clerk. The Legal Advisor performs general or specialized court or courtroom functions such as electronic court recording duties, calendaring, and/or similar courtroom services work. The duties involve managing the judges' caseload, attending and logging court proceedings, processing orders, and recording proceedings. The incumbent provides the clerk's office and the court with substantive procedural and legal advice regarding day-to-day legal, administrative, and policy matters. The incumbent independently conducts legal research, provides analysis and prepares reports, and drafts court procedures and policy documents. The incumbent provides appropriate guidance to staff in administrative and operational areas of the Court, as required.

DUTIES AND RESPONSIBILITIES

Serve as primary source of information on scheduling conferences, hearings, trials, and other case processes.

Record court proceedings. Manage and organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems. Attend court sessions and conferences. Assist with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, notices and prepare minute entries electronically.

Prepare reports in areas including, but not limited to, mediator utilization, pro se prisoner litigation, the local jury plan, and the court's internal controls and local rules. Review statistical data and act as a resource on data collection and accurate coding of case related information.

Keep judge and immediate staff informed of case progress. Assist the judge and parties in jury selection and coordinate records of jury selection and attendance. Act as liaison between the clerk's office, the bar, and the judge to ensure that cases proceed smoothly and efficiently. Maintain contact with counsel during deliberations.

Conduct legal research and provide procedural and substantive advice on legal policy matters applicable to day-to-day clerk's office and/or court activities, or assigned projects. Conduct legal research and analysis; communicate results to Clerk and Chief Deputy Clerk orally and in writing.

Analyze and interpret federal statutes and regulations, Administrative Office directives, policies and procedures, and court rules and orders affecting the operation and work of the clerk's office and the court.

Draft responses to inquiries from attorneys and the public regarding procedures or information requests for non-legal advice about the court's processes, or inquiries from attorneys on procedural matters relating to the filing of pleadings, including pleadings of either a usual or unusual nature or form.

Keep up with developments in the law of the circuit and the district court, as well as with evolving legislation.

As needed, performs case management duties including, but not limited to: make summary entries in CM/ECF, quality assurance checks on electronically-filed documents, and opens and closes cases.

Perform other duties as assigned.

QUALIFICATIONS

The successful candidate must have a Juris Doctorate degree from a law school that has been accredited by a recognizing accredited authority, or admission to practice before the highest court of a State, Territory, Commonwealth, or federal court of general jurisdiction of the United States. Candidate must have at least two years of specialized experience to include use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives, or laws. Candidate also must have excellent organizational skills, a demonstrated ability to work in a team environment, to be effective in both oral and written communication, and to handle multiple projects and tasks at one time. The candidate must have a positive attitude, deliver excellent customer service, and be service oriented.

BENEFITS

Benefits include ten paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System. Optional participation in Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance is also available.

CONDITIONS OF EMPLOYMENT

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

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court for the Southern District of Iowa are at will and can be terminated with or without cause at any time.

Commencing from the start date in this position, the selectee must complete a one year probationary period.

MISCELLANEOUS

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The U.S. District Court for the Southern District of Iowa provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The U.S. District Court for the Southern District of Iowa reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior notice.

The U.S. District Court for the Southern District of Iowa does not reimburse for expenses associated with interviews or relocation.

APPLICATION INFORMATION

Candidates must submit: (1) a resume and (2) a cover letter which addresses qualifications, skills, and experience necessary to perform the duties. Applications submitted without both items will not be considered. Only applicants selected for an interview will be notified.

Application materials should be marked “confidential” and mailed or e-mailed to:

Mindi Decker, Human Resources Specialist
U.S. District Court, Southern District of Iowa
P.O. Box 9344
Des Moines, IA 50306-9344
E-mail: mindidecker@iasd.uscourts.gov

The United States District Court for the Southern District of Iowa is an Equal Opportunity Employer that values diversity in the workplace.