

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA**

Attorney Advisor

Vacancy Announcement No: 15-04

Location: Raleigh, North Carolina

Salary Grade/Range: CL 29 – 30 (\$68,790 - \$132,132)*

**Salary depends upon experience and qualifications*

Opening Date: May 21, 2015

Closing Date: Open Until Filled**

**** First /Initial Cut-off Date:** June 5, 2015

Description of Vacancy

The Clerk of Court for the United States District Court for the Eastern District of North Carolina is seeking qualified applicants for the position of Attorney Advisor. The Attorney Advisor provides the Clerk's Office and the court with procedural and substantive legal advice regarding court operations and compliance with guidelines, policies, and procedures. Additionally, the incumbent provides information to attorneys and the public.

Representative Duties

The Attorney Advisor's primary responsibilities include, but are not limited to the following: analyze and interpret federal statutes and regulations, Administrative Office directives, policies, and procedures, and local court rules and orders to determine impact on court procedures or affecting the operations of the Clerk's Office and the court; assist the Clerk's Office with the development of legal and administrative procedures and forms; conduct legal research and provide substantive advice on legal policy matters applicable to day-to-day clerk's office and court activities or assigned projects; review, update, and edit documents, forms, and templates; develop, review, and update policy and procedure manuals; review bills of cost and prepare orders of taxation; conduct research and prepare orders on motions or other procedural matters referred to the Clerk of Court; review and draft proposed changes to local rules, administrative and standing orders, forms, and guidelines; provide support for the local rules and other court committees, including scheduling, preparing meeting agendas, compiling and distributing meeting materials, recording minutes, and following up on action items; conduct training programs on legal, administrative, or special topics for Clerk's Office and chambers staff and others; draft responses to inquiries from attorneys and the public requesting non-legal advice about the court's processes or procedural matters relating to filing of pleadings; prepare responses to requests for assistance from the Administrative Office, the court, other clerk's offices, or as directed regarding policies, codes, rules, and forms; respond to surveys and requests for information relating to court policies and procedures; review and provide legal analysis and draft orders concerning attorney admission and discipline matters; review statistical data and serve as a resource on data collection and accurate coding of case-related information; prepare or review reports in areas including court operations, case management, internal controls, etc.; suggest changes to improve Clerk's Office or court policies or procedures; advise the management team of legal matters related to the operations of the Clerk's Office or court policies and procedures; and, perform other duties as assigned.

Qualifications

To qualify for the position, the individual must hold a Juris Doctor degree and be a member in good standing in the bar of a state or federal court. The applicant must have at least two years of progressively responsible legal experience, gained after graduation from law school, including the practice of law, legal research, or legal administration. In addition, the applicant must possess superior research, writing, proofreading, organization, and communication skills. The applicant must be proficient in computer-assisted legal research systems and Microsoft Word, Adobe Acrobat, and additional Windows-based applications. Preferred qualifications include graduation in the upper third of law school class, membership on the editorial board of a legal publication, teaching or research assistant experience, or participation in a law school clinical program. Familiarity with the Case Management/Electronic Case Filing (CM/ECF) system and prior experience in a state or federal court are also preferred.

Conditions of Employment

A judicial employee must maintain a professional appearance and demeanor at all times. The applicant must be a United States citizen or lawful permanent resident actively seeking citizenship. The successful candidate must undergo a background investigation (including references, criminal history, and credit history) before an offer of employment is extended. The person selected for this position will also be required to submit fingerprints for an FBI background check.

Benefits

Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Fund Transfer (EFT) for payroll deposit is required.

Application Procedures

All interested persons must submit a single PDF version of the application package which is to include the following documents: a cover letter stating the reasons for her/his interest in the position, resume, self-edited writing sample, law school transcript, and the official AO 78 Application Form. The AO 78 Application Form may be obtained at <http://www.nced.uscourts.gov/employment>. Preference will be given to application packages that are received by the first/interim cut-off date.

Application packages should be sent to: NCE_HumanResources@ncep.uscourts.gov

Travel and relocation expenses will not be reimbursed. This court provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees" which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date (if a closing date is noted), any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.

-THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-