

Paralegal/Judicial Assistant to the Honorable Danielle J. Forrest, U.S. Circuit Judge
\$64,504 - \$101,454 (JS 9 – JS 11)
Portland, OR



Position Overview

The Paralegal/Judicial Assistant (“JA”) is a permanent staff member in the Judge’s Chambers. The successful candidate will be professional, organized, proficient in writing and editing, have a pleasant and positive attitude and the ability to act as the institutional memory of a small office with a staff of law clerks that turns over annually, and will possess the initiative to ensure smooth-running operations in the Judge’s absence. This position essentially is part executive assistant and part legal support, and the right candidate must have an aptitude and willingness to perform both roles. This is an in-office position.

Representative Duties

The Paralegal/JA will provide a variety of support services for Judge Forrest and her law clerks including receiving and assisting visitors; answering and screening phone calls; preparing correspondence and reports; making travel arrangements; preparing expense reports; helping the Judge manage her professional assignments and court-related events; coordinating the Judge’s travel schedule; and maintaining office functionality, from ordering supplies to coordinating technical assistance.

The Paralegal/JA also assists Judge Forrest and her law clerks in preparing for oral arguments, which includes performing case checks for potential conflicts of interest; managing case materials; acquiring and returning court records; maintaining the chambers calendar and monitoring critical deadlines; maintaining a database; filing, collecting and submitting information for various required annual disclosures; drafting simple orders; and proofreading and cite checking citations in orders and dispositions.

Required Qualifications

- Bachelor’s degree or paralegal certificate from an accredited college, university, or paralegal program.
- At least 1 year of secretarial or legal processing experience.
- A strong legal, administrative, or paralegal background. Excellent command of English grammar and spelling.
- Excellent organization, communication, and administrative skills.
- Computer proficiency with word processing, email, legal research, and database maintenance. Will coordinate with the Court’s tech support.
- Proficiency with making travel arrangements and submitting expense reports.
- Ability to work collegially in a small working environment.
- Integrity, character, and good judgment.

*Salary: Depending on qualifications and experience:

- For grade JS 9: 1 year of specialized work experience (legal, paralegal or law office work).

- For grade JS 10: 2 years of specialized work experience.
- For grade JS 11: 3 years of specialized work experience.

Total Rewards and Work-Life Balance

- **Salary:** Depending on qualifications and experience, \$64,504 - \$101,454* (JSP Grade 9 - 11).
- **Time off:** 13 days of paid vacation for the first three years, increasing with tenure thereafter, 13 sick days accrued per year, 11 paid holidays.

Benefits:

- Federal pension plan and optional employer-matching Thrift Savings Plan (like a 401K).
- Choice of a variety of employer-subsidized federal health and life insurance plans. Optional dental, vision, and long-term care coverage.
- Flexible spending account to pay out-of-pocket health and dependent care expenses with tax-free dollars.

Other Perks: Eligibility for Public Service Loan Forgiveness Program; public transit subsidy; and reasonable work hours.

How to Apply and Required Documents

Please submit a PDF application through the Court's [Career Portal](#) that includes:

1. A cover letter.
2. A resume.
3. Two letters of recommendation or two professional references

Incomplete applications will not be considered.

Next Steps

- Priority given to applications received by June 30, 2024.
- Video conference interviews available.
- Position open until filled.

Conditions of Employment

Must be a U.S. citizen or permanent resident in the process of applying for citizenship. Successful applicants are provisionally hired pending results of background investigation and fingerprinting. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Employees are required to adhere to the [Code of Conduct for Judicial Employees](#). Direct deposit of pay required.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, for any reason including, but not limited to, budgetary issues. Said modifications may occur without prior written or other notice.

Equal Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The Ninth Circuit encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.