

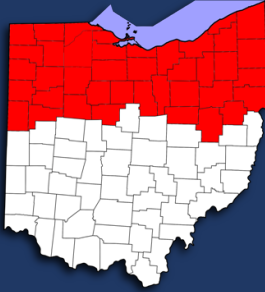


UNITED STATES DISTRICT COURT Northern District of Ohio

Sara Lioi, Chief Judge | Sandy Opacich, Clerk of Court

NOTICE OF VACANCY

801 West Superior Avenue
Cleveland, Ohio 44113
www.ohnd.uscourts.gov



The U.S. District Court for the Northern District of Ohio currently holds court in Cleveland, Akron, Toledo, and Youngstown and serves the 6 million citizens of the 40 most northern counties in the state. It is among the 17 largest U.S. district courts.

HOW TO APPLY

Applicants may apply by submitting **ONE PDF** document to [Judge Zouhary's Chambers](#) containing the following:

- Cover Letter
- Resume
- Three professional references with contact information
- Application for Federal Judicial Branch Employment found [HERE](#)

ALL DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION

PARALEGAL TO U.S. DISTRICT JUDGE VACANCY #25-20

Duty Station: Toledo, Ohio **Posted:** June 17, 2025
Status: Full-time Permanent **Closing Date:** Open Until Filled
Classification: JSP 8 – JSP 11 **Salary Range:** \$55,328 - \$96,116

Compensation will be set based on the experience and qualifications of the successful candidate subject to the policies and guidelines set forth in the Judiciary Salary Plan.

POSITION OVERVIEW

The United States District Court for the Northern District of Ohio is seeking a Paralegal to perform administrative and legal duties for U.S. District Judge Jack Zouhary, **beginning immediately**. This position will work closely with others on the Staff (the “Z Team”). Applicants should be well organized, attentive to detail, and comfortable multi-tasking. **Prior legal work experience is strongly preferred.**

DUTIES AND RESPONSIBILITIES

This position assists the judge in managing the daily activities of Chambers, managing, and monitoring cases, and performing assigned paralegal and legal activities. Duties include but are not limited to:

- Reviewing legal documents for completeness and accuracy; conducting legal research; composing and preparing correspondence, orders, and other legal documents.
- Performing administrative duties such as preparing correspondence; receiving, screening and responding to telephone and in-person inquiries; coordinating the judge’s schedule and maintaining necessary communication and updates; preparing and processing travel and payment vouchers; scheduling meetings; maintaining office supplies.
- Tracking, monitoring, and updating calendars/schedules in Microsoft Outlook, filings, hearings, etc. to ensure deadlines are met, tasks are prioritized, and action items are identified; reviewing daily reports to identify new filings; screening cases for potential conflict and maintaining recusal list.
- Filing orders, notices, and opinions in the Case Management/Electronic Case Files (CM/ECF) system; creating and updating standard templates and documents.
- Coordinating assignments and distributing information for Chambers staff; updating the Chambers manual; providing orientation and training for Chambers staff as requested.

JUDICIARY BENEFITS

- Paid Holidays (11)
- Pre-Tax Benefit Programs
- Health Insurance
- Vision Insurance
- Dental Insurance
- Group Life Insurance
- Commuter Benefits
- Fitness center

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background check with law enforcement agencies including fingerprint and criminal records check.
- Employment is considered provisional until the background check is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

QUALIFICATIONS

(Qualifications must be met at the time of application)

Qualifications for all levels are pursuant to the Judiciary Salary Plan (JSP) for the U.S. Courts. Completion of the requirements for a bachelor's degree from an accredited college or university, or a paralegal certificate from an accredited paralegal program is required. All grade levels must have progressively responsible experience that is in or closely related to the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties of the position.

The number of years of progressively responsible experience required for JSP-8 to JSP-11 are as follows:

- JSP-8 - six months of experience,
- JSP-9 - one year of experience,
- JSP-10 - two years of experience, and
- JSP-11 - three years of experience OR a juris doctor (JD) from a law school of recognized standing.

PREFERRED QUALIFICATIONS

- Knowledge of federal court administrative rules, procedures and protocols, knowledge of legal terminology, and case management systems (CM/ECF is preferred); and acquire subject matter content as necessary.
- Skill in managing a court calendar and associated tasks and activities; skill in coordinating assignments for self and others while ensuring timely communication to all stakeholders.
- Excellent administrative and organizational skills; working knowledge of automated equipment and software including word processing, spreadsheets, databases, case filing, case management, and research systems; ability to conduct research on internet and intranet.
- Skill in writing and editing legal documents with considerable accuracy, speed, attention to detail, and proper use of the English language and legal citations.
- Ability to interact effectively and maintain cooperative relationships with judges, Chambers staff, and other court personnel to support the work of the judge; ability to communicate effectively with attorneys, parties, and jurors; ability to schedule meetings and work well with others on the Chambers team.

OTHER

Due to the high volume of applications anticipated, the Court will only contact those who will be considered for interviews. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Interviews may take place in-person or via Zoom.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.