



**UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
VACANCY ANNOUNCEMENT**

POSITION: Legal Assistant to U.S. District Judge Chasanow
(Part-time: 20 hours per week)

OPENING DATE: May 29, 2013
CLOSING DATE: June 19, 2013

SALARY: \$16.38 per hour
JSP 5, Step 1

DUTY STATION: Greenbelt, MD
VACANCY NO.: 6 (12-13)

****This is a temporary appointment that cannot exceed March, 2015****

The United States District Court for the District of Maryland is seeking qualified applicants for a part-time Legal Assistant position with United States District Judge Deborah K. Chasanow.

Position Overview:

The incumbent will serve as a legal assistant to the judge under the supervision of her law clerks and judicial assistant. Responsibilities will include conducting legal research; drafting opinions, orders, and memoranda; consulting with the judge and chambers staff; and assisting with aspects of case management.

Qualifications and Requirements:

- College graduate required; current law school student strongly preferred.
- Solid organizational work habits.
- Excellent grammar, spelling, and composition skills.
- Strong communication, interpersonal, and critical thinking skills.
- Proficiency with MS Word and Westlaw.
- Ability to self-motivate and work independently.

How to apply:

Submit a cover letter, resume, writing sample and undergraduate and/or law school transcript,
via email to: jobs@mdd.uscourts.gov

**To ensure consideration, applications must be received in the Human Resources department
on or before 5:00 p.m. on Wednesday June 19, 2013.**

**Due to the anticipated volume of applications, the Court will only communicate with those
individuals invited for an interview.**

The United States District Court is an Equal Opportunity Employer.
Applicants must be U.S. citizens or eligible to work in the United States.
All applications will be reviewed to identify the best qualified candidates.

The successful candidate for this position is subject to a full fingerprint and background records check,
a six-month probationary period, and mandatory electronic direct deposit of salary payment.