



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF CALIFORNIA

Position Announcement: #26-01**

Position Title: Judicial Assistant/Paralegal

Position Type: Full-time Regular, Excepted Service

Location: Sacramento, CA

Classification Level: JSP 9 - JSP 11 (\$68,419-\$82,780*)
*Starting salary based on experience and qualifications

Opening Date: May 15, 2026

Closing Date: Open until filled with preference given to applications received by 5:00pm on June 15, 2026 (*position expected to begin in August 2026*)

** This announcement may be used to fill more than one position

POSITION OVERVIEW:

The U.S. Bankruptcy Court of the Eastern District of California is seeking qualified applicants to serve as a Judicial Assistant/Paralegal to a United States Bankruptcy Judge. This position is responsible for the daily operations of chambers and provides executive-level administrative support to the judge. This position requires a high degree of initiative, sound judgment, and professionalism, along with strong organizational skills, follow-through, and the ability to manage multiple tasks. The successful candidate will readily adapt to changing priorities and demonstrate a strong work ethic. The ideal candidate is eager to learn about the Federal Judiciary and motivated to provide administrative support to chambers.

DUTIES AND RESPONSIBILITIES:

This position serves as the office manager for chambers, overseeing daily operations and maintenance of the office and supporting chambers staff as required. Duties include: formatting, editing, and proofreading documents; maintaining and organizing filing systems and managing chambers' case management system; coordinating the hiring of law clerks and interns/externs, including opening and logging applications, maintaining recruitment records, and conducting orientations; receiving and screening phone calls and mail; handling routine office matters, maintaining office supplies and equipment; gathering and maintaining statistical data for court use; arranging and maintaining the judge's travel itineraries; and serving as a liaison to all other court units on behalf of the judge. Depending on the incumbent's qualifications and experience, duties may also include assisting the judge and law clerks with legal research and drafting; editing and proofreading draft opinions; drafting orders; checking citations; and preparing case summaries and factual chronologies.

MINIMUM QUALIFICATIONS

At the time of appointment, the candidate must have the following minimum requirements:

- A high school diploma or equivalent.
- At least six (6) years of progressively responsible clerical or secretarial experience, at least four (4) of which included legal secretarial support and/or paralegal work
- Excellent organizational, communications and interpersonal skills
- Proficiency with Windows, Word Perfect or Word, Adobe Acrobat, Excel, Power Point and other basic computer software programs
- Excellent typing skills
- Mature, responsible, poised, possessing tact, good judgment, initiative, and can work harmoniously with others in a collaborative manner.
- Always maintains a professional appearance and demeanor
- The ability to practice discretion and maintain confidentiality

Preferred Qualifications

- Associate's degree with concentration in secretarial, paralegal studies or equivalent
- Experience and proficiency in using CM/ECF
- Proficiency in basic legal research, including key-citing
- At least eight (8) years of progressively responsible clerical or secretarial experience, at least six (6) of which included legal secretarial support and/or paralegal work

General Experience includes progressively responsible general clerical or secretarial experience that provided a good knowledge of office and clerical practices such as filing, telephone usage, and Microsoft Office programs.

Specialized Experience includes progressively responsible secretarial experience that involved responsibility as the principal office assistance to a supervisor who was dealing with law-related matters (such as might be found in a law, insurance, or real estate office).

Educational Substitutions

- Education in a college, university or secretarial school of recognized standing may be substituted for a maximum of one year of general experience based on 30 semester (45 quarter) hours equals nine months experience.
- A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience. Preferably such degree would include courses in law, government, public or business administration or related fields.
- Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized legal secretarial experience based on one full academic year (30 semester or 45 quarter hours) equals one year of experience. Less than one full year of study will be credited on a pro-rata basis.

FBI Background Investigation:

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and, every five years thereafter, will be subject to an updated investigation similar to the initial one. The investigation includes an FBI fingerprint check, and retention in the position will depend upon a favorable suitability determination.

HOW TO APPLY:

All applicants must submit the following as a single PDF or Word document:

- Cover Letter indicating why you are interested in this position and what best qualifies you
- A current resume detailing work history
- A list of three professional references with contact information
- Federal Judiciary Branch Application for Employment – AO78 (which can be obtained on agency’s website at www.caeb.uscourts.gov/documents/Personnel/AO_078.pdf).

*In addition to completeness, materials will be reviewed for attention to detail, organization and overall professionalism of presentation. Incomplete materials will be disqualified from consideration.

Please submit all documents via email to: CAEB_HR@CAEB.USCOURTS.GOV

Please reference the following in the subject line: *CAEB Judicial Assistant 26-01*

All Submissions must be received by 5:00 p.m. on the preference date.

Only applications submitted via email will be accepted. Applications submitted as zip files, cloud files and/or links will not be accepted.

The United States Bankruptcy Court of the Eastern District of California is not authorized to reimburse candidates for interview or relocation expenses.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the preference date, any of which may occur without prior written or other notice.

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER