

**Notice of Vacancy
Paralegal Specialist
Office of the United States Trustee
United States Department of Justice
Honolulu, Hawaii**

Opening/Closing dates: February 2, 2024 - March 4, 2024

Pay scale & grade: GS 7, 9, 11

Salary range: \$51,110 to \$98,330 per year plus federal COLA

Application:

<https://www.justice.gov/ust/employment-opportunities/paralegal-recruitment>

Summary: The Paralegal Specialist provides administrative and legal support services requiring specialized knowledge in bankruptcy, including title 11, United States Code (U.S.C.), and specifically, Chapter 7 (Liquidation), Chapter 13 (Adjustment of Debts), and Chapter 11 (Reorganization).

Responsibilities: Duties include the following:

- Perform a variety of paralegal support assignments relating to bankruptcy cases filed under title 11, U.S.C. Assignments require significant specialized knowledge in bankruptcy law.
- Provide legal assistance and technical work requiring specialized knowledge of processes, procedures, and practices in connection with Chapters 7, 11, and 13 cases.
- Provide trial and deposition support to include the organizing and creation of exhibits. Perform detailed legal research, including legislative history.
- Conduct factual research related to public corporations and corporate grievances. Verify citations and legal references. Format, edit, and proofread documents.
- Review bankruptcy petitions, schedules, and statements to identify fraud or abuse.
- Draft pleadings in cases that follow established precedents and attend/participate in case review meetings.
- Monitor the progress of pending cases and initiate action to ensure that legal pleadings, forms, reports, correspondence, and other documents are prepared.

- Perform administrative duties supporting attorneys and auditors by maintaining and organizing multiple case-management systems.
- Perform administrative duties as needed for the field office or Region. Periodic travel is required, depending on work assignments and training.

Qualifications:

Selective Placement Factor: Applicant must be eligible for an Excepted Service appointment under Schedule B, 213.3210 (e). This appointment authority requires that the selectee possess knowledge of the bankruptcy process.

Applicant's cover letter and resume must reflect knowledge of the bankruptcy process. Failure to satisfy the bankruptcy requirement will result in disqualification.

You may qualify at the GS-09 level if you fulfill one of the following qualification requirements:

A. One year of specialized experience equivalent to the GS-07 grade level in the Federal service that includes experience in all the following:

- Experience performing paralegal support assignments relating to bankruptcy cases;
- Experience performing legal research;
- Experience providing support in the preparation of legal correspondence (e.g., motions, routine pleadings, letters, etc.).

-or-

B. A master's or equivalent graduate degree in an accredited or pre-accredited college or university; or 2 full years of progressively higher-level graduate education leading to such a degree; or possession of a LL.B. or J.D degree, if related. Graduate level education must demonstrate the competencies necessary to do the work of the position, examples of qualifying fields include Criminal Justice, Law, etc.

-or-

C. A combination of education and experience as listed above.

You may qualify at the GS-11 level if you fulfill one of the following qualification requirements:

A. One year of specialized experience equivalent to the GS-09 grade level in the Federal service that includes experience in all the following:

- Experience performing paralegal support assignments relating to bankruptcy cases;
- Experience providing legal assistance and technical work requiring specialist knowledge of processes, procedures, and practices in connection with Chapter 7, 11, or 13 cases;
- Experience performing administrative duties in support of the assigned attorneys, including maintaining files, conducting research and analysis, drafting, reviewing, and editing documents.

-or-

B. A Ph.D. or equivalent doctoral degree; or 3 full years of progressively higher-level graduate education leading to such a degree; or possession of a LL.M. degree, if related. Graduate level education must demonstrate the competencies necessary to do the work of the position, examples of qualifying fields include Criminal Justice, Law, etc.

-or-

C. A combination of education and experience as listed above.

For more details, please see the Application Process at

<https://www.justice.gov/ust/employment-opportunities/paralegal-recruitment>