



U. S. District Court
Northern District of Ohio
801 West Superior Avenue
Cleveland, Ohio 44113

Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance.
- Group Life insurance
- Long-Term Care Insurance.
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP)- 401 (k)-styled program with up to 5% match.
- Transit subsidy

The U. S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO

Reader

VACANCY #21-06

LOCATION: Toledo, Ohio

STATUS: Full-time

CLASSIFICATION: JSP-7 to JSP-9

SALARY RANGE: \$43,683-\$69,462

POSTED: March 2, 2021

CLOSING DATE: Open Until Filled

First consideration given to applications received by March 26, 2021.

Position Overview

The incumbent provides reading and legal research support to a judge who is vision impaired (legally blind). The position requires dedication and flexibility. There may be non-traditional work hours in the evenings and on weekends depending on the judge's schedule. The position is projected to begin mid to late April 2021. The representative duties include, but are not limited to, the following:

Duties and Responsibilities include, but are not limited to the following:

- Full preparation for judge's attendance at hearings.
- Reads aloud case filings to judge and provide typed summaries from his dictation in preparation for each daily list of hearings.
- Creates PDFs of documents for case review in Voice Dream application.
- Reads aloud documents, transcribes dictation from software, reviews handwritten, small print legal material including briefs in pro se civil, criminal, SSA cases and bankruptcy appeals.
- Review voluminous writings and materials with an understanding of legal issues and court procedures.
- Perform editing of draft opinions and/or orders dictated by judge.
- Read aloud evidence submitted to the court when appropriate.
- Evaluate and identify relevant factual assertions.
- Synthesize documents, status reports, and summarize opinions in preparation for hearings.
- Conducts directed research on legal issues, including caselaw and regulations using WestlawNext and LexisNexis.
- Reads aloud identified content of hardcopy legal research material.
- Attend and draft minutes of hearings.
- Interact closely with judge and his law clerks as they debate legal issues.
- Stay informed of filings to read aloud same updated information.
- Assist judge in overcoming vision barriers.

Reader (VA 21-06)

How to Apply:

Applicants must submit ONE PDF document containing the following to

Apply@OHND.uscourts.gov

- Cover Letter
- Resume
- Three professional references with contact information.
- Application for Federal Branch Employment found at:

<https://www.ohnd.uscourts.gov/careers>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background investigation with law enforcement agencies including fingerprint, criminal, financial and employment 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 Judicial 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 (Must be met at the time of application)

Minimum:

Qualifications for all levels are pursuant to the Judiciary Salary Plan (JSP) for the U.S. Courts.

- A juris doctorate from an accredited law school with excellent academic credentials.
- Excellent understanding of legal terminology and the ability to comprehend a wide range of legal concepts, principles, and practices.
- The applicant must be efficient, well-organized, and have excellent reading and writing skills.
- Skill in using standard office technology and basic IT-based legal research.
- Ability to maintain confidentiality and to interact with a wide variety of people.
- A positive attitude, a strong work ethic, and the ability to work proficiently under pressure.

Position Requirements:

The Reader will be required to download documents comparable to iPhone, iPad, Voice Dream, Zoom, and other vision-assistance technologies. The Reader needs to be comfortable with learning new technology – especially the accessibility adaptive features of iPhones. Because the Northern District of Ohio entertains a large number of high-profile and sealed cases, the Reader is subject to strict confidentiality requirements and employment is contingent upon completion and satisfactory results of a background records check.

Starting salary commensurate with work experience, education, prior/present day pay history and previous Federal Court experience.

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.