

**UNITED STATES BANKRUPTCY COURT
District of Rhode Island**

Vacancy Announcement

Position Title: Chambers Paralegal
Position Type: Regular, Full-Time
Location: U.S. Bankruptcy Court, Providence, Rhode Island
Salary Range: JSP 9 (\$69,213-\$89,975) to JSP 11 (\$83,742-\$108,859), based on qualifications and experience.
Opening Date: October 15, 2025
Closing Date: November 14, 2025
Start Date: Estimated August 10, 2026

POSITION SUMMARY:

The United States Bankruptcy Court for the District of Rhode Island is seeking a chambers paralegal for the chambers of United States Bankruptcy Judge John A. Dorsey. A chambers paralegal performs administrative and legal duties in support of the Judge, the Career Law Clerk, and the Court generally.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

The paralegal will provide a variety of support services, including, but not limited to: preparing correspondence, reports, and required disclosures; making travel arrangements; preparing expense reports; maintaining a conflict-checking database; organizing and managing Court-related events; maintaining office functionality and scheduling; managing procurement; coordinating with the Clerk's Office, IT staff, and other Court departments; reviewing legal submissions; performing legal research; drafting, proofreading, and editing legal documents and orders for review; performing case management through the CM/ECF (Case Management / Electronic Case Filing) system; addressing a wide assortment of issues arising in bankruptcy cases and proceedings; and other duties as assigned by the Judge.

PREFERRED QUALIFICATIONS:

Experience as a paralegal in a judge's chambers or law office. Familiarity with CM/ECF; Microsoft Outlook, Word, Teams, SharePoint, and OneDrive; Adobe Acrobat; Zoom; and Westlaw and/or Lexis.

MINIMUM QUALIFICATIONS:

- Bachelor's or Associate's degree.
- Paralegal certificate from an accredited college or university.
- Strong administrative and legal background.
- Excellent administrative, organizational, and oral and written communication skills.

The successful candidate also must: possess good judgment, maturity, tact, and the highest ethical standards, including respecting confidentiality; be a proactive self-starter and demonstrate initiative in problem solving; be able to work quickly and harmoniously with others in a team-based environment; present a poised, professional appearance and demeanor at all times; and communicate, articulate, and relate to coworkers and others with professionalism and integrity. This position requires superb organizational, people, and time-management skills with the ability to balance many changing priorities and demands at the same time.

BACKGROUND CHECK:

This is a sensitive position within the federal judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the fingerprint check is completed.

ADDITIONAL INFORMATION:

- Applicant must be a U.S. citizen or be eligible to work in the United States and seeking or intending to seek citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B).
- Employees of the United States Bankruptcy Court are “at will” employees and are required to adhere to a Code of Conduct for Judicial Employees.
- All appointments are subject to mandatory electronic funds transfer for payment of net pay.

HOW TO APPLY:

Applicants must submit by email to Natalie_Medved@rib.uscourts.gov a cover letter, resume, references, and completed application for judicial branch federal employment (Form AO78).

Incomplete applications will not be considered. The Form AO78 is available at <https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment>

Only applicants who are selected for interviews will be contacted by the Court. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, either of which actions may occur without prior written or other notice.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER