



UNITED STATES DISTRICT COURT – DISTRICT OF KANSAS

Robert J. Dole U.S. Courthouse

500 State Avenue

Kansas City, KS 66101

www.ksd.uscourts.gov

Paralegal OR Judicial Assistant to U.S. District Judge Kathryn H. Vratil

Vacancy Announcement #KC25-7

Position Title: Paralegal OR Judicial Assistant
Location: Kansas City, Kansas
Start Date: Approximately August 18, 2025
Open Date: March 17, 2025
Closing Date: Open until filled
Salary Range: JSP 11/1 – JSP 11/10* (\$75,145 – \$97,684)

*Based upon experience according to Judicial Salary Plan (JSP) [guidelines](#). Current or prior federal employees may be eligible for placement above the minimum based on highest previous rate rules. Salary matching above the minimum may be available for individuals employed in the private sector.

Special Note: *This is an excepted service federal civilian position but not in the executive branch and therefore not impacted by any of the recent executive orders or subject to a hiring freeze.*

POSITION OVERVIEW

The United States District Court for the District of Kansas is a trial court accepting applications for a Judicial Assistant or paralegal to a Senior U.S. District Judge. This position is responsible for the day-to-day operations of chambers and provides administrative support to the Judge. The ideal candidate will display initiative, good judgment, professionalism, organizational skills, and the ability to multi-task, and will readily adapt to changing priorities and demonstrate strong work ethic.

REPRESENTATIVE DUTIES (this non-inclusive list may vary depending on position filled)

- Review legal documents as assigned by the judge for completeness and accuracy based on legal research
- Compose and prepare correspondence, procedural orders, and documents that may require substantial research or analysis.
- Identify unique matters and undertake special handling requirements
- Oversee daily operations and maintenance of the office and supporting the chambers' staff as required, including monitoring caseload and deadlines
- File orders, notices, and opinions in the court's electronic filing system
- Screen cases for potential conflict and maintain recusal list
- Arrange the judge's travel itineraries
- Handle routine office matters, including maintaining office supplies and equipment

REQUIRED EXPERIENCE AND QUALIFICATIONS

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

- If appointed as Paralegal,
 - a. Bachelor's degree or Paralegal Certificate, and
 - b. Three years of general related experience, or
 - c. Juris Doctorate from school of recognized standing
- If appointed as Judicial Assistant,
 - a. High School Diploma, and
 - b. Two years of general clerical experience (may be substituted with bachelor's degree), and
 - c. Six years of specialized secretarial or assistant experience supporting law-related matters (up to two of the six years may be substituted with higher education paralegal or legal curriculum)

PREFERRED QUALIFICATIONS

- Experience in a governmental agency
- Experience supporting associates in a law firm

BENEFITS

1. 13 days paid vacation for each of the first three years
2. 20 days paid vacation annually after three years
3. 26 days paid vacation annually after 15 years
4. 13 days paid sick leave per year
5. 11 paid holidays per year
6. Up to 12 weeks Paid Parental Leave for eligible employees
7. Choice of healthcare coverage, including dental & vision coverage
8. Life insurance options
9. Participation in the Federal Employees Retirement System (government pension)
10. Participation in the Thrift Savings Plan (tax-deferred retirement savings plan)
11. Participation in the Flexible Benefits Program
12. Employee Recognition Program
13. Employee Assistance Program
14. Access to National Judiciary Training programs
15. Student Loan Forgiveness through [PLSF](#)
16. Free parking
17. Free onsite fitness center

ADDITIONAL INFORMATION

The U.S. District Court reserves the right to modify or withdraw this job announcement without prior written notice. One or more positions may be filled from this vacancy announcement. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. District Court requires employees to adhere to a [Code of Ethics and Conduct](#). Due to the volume of applications received, the court may only communicate to those individuals selected for an interview. Travel and relocation expenses will not be paid. Applicants must be United States citizens or [eligible to work for the United States Government](#).

APPLICATION PROCEDURE:

To apply for this position, please submit the following items combined into a **single PDF document** by email to ksd_vratil_chambers@ksd.uscourts.gov. Please name the file with your first and last name.

1. a cover letter
2. chronological resume

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER