



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ALABAMA**
<https://www.alnd.uscourts.gov/>

JOB OPPORTUNITY NUMBER: ALND 25-03

POSITION: Legal Analyst

LOCATION: This is a remote position.

OPENING DATE: June 13, 2025 CLOSING DATE: June 27, 2025 (Noon, CT)

CLASSIFICATION LEVEL: CL 28

STARTING SALARY: \$ 71,609 - \$116,374

The actual starting salary is dependent upon experience and qualifications.

***** This is a PART-TIME, TERM position, NOT TO EXCEED SIX (6) MONTHS *****

OFFICE SUMMARY

The Clerk's Office of the U.S. District Court for the Northern District of Alabama is comprised of over 50 professional staff providing administrative and operational support to 13 federal judges located across 5 geographical divisions. The District enjoys a friendly and talented workforce, an interesting and evolving workload, and collegial agency relationships across the Executive and Judicial Branches of the U.S. Government.

POSITION OVERVIEW

The Legal Analyst performs legal and analytical duties which support the effective functioning of the office and the court. The incumbent ensures accuracy and completeness of policy documents and compliance with internal controls and government regulations. This position reports directly to the Clerk of Court.

Travel is not required for this position or anticipated during the term.

DUTIES AND RESPONSIBILITIES

- Collect, review, and analyze information and data related to court administration, operations, and activities. Prepare administrative reports.
- Prepare policy documents. Finalize non-routine documents that require substantial analysis. Proofread documents and check links and citations before submission.
- Understand organizational structures, policies, and procedures.
- Gather and analyze data and make recommendations that will clarify office procedures. Develop and maintain administrative reports, plans, and other documents for internal use.
- Draft procedural documents. Participate in and provide follow-up on significant special projects, making recommendations, as appropriate.
- Comply with the Guide to Judiciary Policy, applicable AO policies and procedures, and internal controls guidelines.

CONDITIONS OF EMPLOYMENT

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Positions with the U.S. District Court Clerk's Office are **Excepted Service** appointments. Excepted service appointments are at-will and can be terminated with or without cause by the Clerk of Court.

MINIMUM QUALIFICATIONS

Applicants must have a minimum of two (2) years of specialized experience that includes work in accounting, financial management, or policy/legal drafting. The candidate must be able to analyze technical documentation and assess practical outcomes, possess strong organizational and interpersonal skills, and be effective in explaining technical concepts to personnel at all knowledge levels. Excellent written and oral communication skills are required. Detailed experience working in or with the Federal Judiciary will be favored in application review.

EDUCATION

Applicants must possess a bachelor's degree in accounting or finance or a juris doctorate.

BENEFITS

A generous benefits package is available and includes:

- Paid annual leave (13-26 days, depending on federal service accrued)
- Paid sick leave (13 days)
- Paid holidays (11 days)
- Retirement benefits (e.g., immediate matching contributions in the Thrift Savings Plan)
- Optional participation in Federal Employees' Health Benefits, supplemental Dental and Vision Insurance, and Federal Employees' Group Life Insurance

APPLICATION INFORMATION

Interested applicants must submit a **resume** and a **list of professional references**.

Submit materials electronically to personnel@alnd.uscourts.gov. Hard copies and faxed copies of applications will not be accepted.

Only applicants selected for an interview will be contacted.

The U.S. District Court is an Equal Opportunity Employer.