

Notice of Career Opportunity

United States District Court Eastern District of Missouri



Posting Date: 04/21/2026
Vacancy Number: PL-0426
Position Title: Paralegal to United States Magistrate Judge Abbie Crites-Leoni
Starting Salary Range: JSP 7: \$50,460
JSP 8: \$55,882
JSP 9: \$61,722
JSP 10: \$67,970
JSP 11: \$74,678 (salary dependent on qualifications)
Position Location: Cape Girardeau, MO
Closing Date: Open until filled with intentions of position starting on June 1, 2026.

Anyone who has previously applied must submit a new application **

Position Summary

The position of Paralegal to United States Magistrate Judge Abbie Crites Leoni will begin June 1, 2026, in Cape Girardeau, Missouri. This is a full-time, in-office position.

The Paralegal is a staff member in the Judge's Chambers. The successful candidate will be professional, organized, proficient in writing and editing, have a pleasant and positive attitude and the ability to act as the institutional memory of a small office that interacts routinely with various agencies, and will possess the initiative to ensure smooth running operations in the Judge's Chambers.

Responsibilities of the position include, but are not limited to:

- Provide legal, clerical, and administrative support related to a high-volume criminal caseload, as well as docket management and coordination of criminal and civil proceedings. Draft various scheduling and other necessary orders following review of daily informals.
- Arrange and manage the judge's calendar and travel logistics, including daily monitoring of the judge's docket, case filings, deadlines, and more.
- Compile and arrange information and data and prepare required periodic reports regarding court and non-court activities.
- Oversee the day-to-day operational management of Chambers. Coordinate all general activities and serve as a liaison for the physical needs of Chambers, including supplies, law library, heating/cooling, lighting, and cleaning.
- Perform a wide variety of special projects at the request of the judge, which may include event planning or related tasks. Infrequent travel to the St. Louis courthouse for training, court proceedings, and other activities.
- Exhibit the highest standards of excellence and integrity
- All other duties as assigned.

Qualifications

Bachelor's degree from an accredited college or university **or** paralegal certificate from an accredited paralegal program.

The ideal candidate will possess a strong administrative and paralegal background; strong organizational skills; a knowledge of legal documents and terminology; the ability to communicate effectively (orally and in writing) with a variety of individuals and groups, including judges, affiliate agencies, and the public; the ability to maintain confidentiality and loyalty; strong knowledge and skill in using personal computers and applications, such as word processing, spreadsheets, e-mail, and the internet; knowledge of electronic case management/filing systems (CM/ECF); skill in using standard office equipment (multi-line telephones, copiers, scanners, etc.); skill in assisting with planning, organizing, and handling logistical arrangements for meetings and travel; the ability to follow detailed instructions and multitask; and the ability to conduct detailed legal, technical, and analytical research.

Salary

Depending on qualifications and experience:

- JSP 7: completion of the requirements for a bachelor's degree from an accredited college or university or a paralegal certificate from an accredited program.
- JSP 8: in addition to meeting the qualifications for JSP-7, requires six months of progressively responsible experience that is in or closely related to the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position. 2 years of general work.
- JSP 9: in addition to meeting the qualifications for JSP-7, requires one year of progressively responsible experience that is in or closely related to the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.
- JSP 10: in addition to meeting the qualifications for JSP-7, requires two years of progressively responsible experience that is in or closely related to the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.
- JSP 11: in addition to meeting the qualifications for JSP-7, requires three years of progressively responsible experience that is in or closely related to the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position; or a juris doctor (JD) from a law school of recognized standing.

Benefits

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

11 Paid holidays	Health Insurance Benefits (variety of plans)
13 Sick days per year accrued	Life Insurance
13 Paid Vacation days for less than 3 years of service	Flexible Benefits
20 Paid Vacation days for 3 to 15 years of service	Federal Employee Retirement Plan
26 paid Vacation days 15 or more years of service	Thrift Savings Plan with Investment Options
Family Medical Leave Act Provisions	

Position is subject to mandatory Electronic Funds Transfer participation for net pay.

Background Investigation Requirements

The selectee considered for this position is required to undergo an FBI Background Check and/or Investigation and social media inquiry as a condition of employment. The selectee may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

Application Procedure and Information

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship, for requirements please see, Link: [Citizenship-Requirements-Employment-Judiciary.pdf](#). Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

Any interested applicant is invited to submit a current résumé, cover letter, and at least two professional references. Candidates may, but are not required to, submit letters of recommendation.

Please note that if selected for an interview candidates are required to complete an application for judicial branch employment, form AO-78, Link: [Application for Judicial Branch Federal Employment](#), undergraduate academic transcripts, and law school academic transcripts.

Application materials may be e-mailed to MOED_Employment@moed.uscourts.gov with PL-0426 in the subject line.

Only candidates selected for an interview will be contacted. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior notice, written or otherwise. If another position becomes vacant in a similar classification within a reasonable time of the original announcement, the appointing judge(s) may select a candidate from the applicants for either position without re-posting any position. Employees are required to adhere to a Code of Ethics and Conduct, Link: [Code of Conduct for Judicial Employees](#).

Equal Opportunity Employer