



United States Court of Appeals
for the Seventh Circuit
219 South Dearborn Street
Chicago, Illinois 60604

2013-01
9/4/13

POSITION VACANCY

Position: Judicial Assistant

Salary Range: JSP 11 (\$57,408 - 74,628) depending upon qualifications

Duty Station: South Bend, Indiana

Closing Date: Open Until Filled

Position Overview: A Circuit Judge for the United States Court of Appeals for the Seventh Circuit seeks a Judicial Assistant. This individual will be responsible for day-to-day management of the operations of a judicial chambers as well as providing administrative and secretarial support to a Circuit Judge and the Judge's law clerks.

Representative Duties: Confidential assistant to the Circuit Judge schedules work flow, appointments and meetings, e-mailing, typing, copying, filing, and supply requisition. Manage case flow by tracking pending cases. Prepare periodic status report on pending cases. Prepare correspondence, legal documents, and other materials. Answer telephones, screen calls, and provide callers with information. Receive and assist official visitors. Serve as a liaison to all other court support units on behalf of the Judge. Make occasional travel arrangements and prepare travel vouchers for the Judge. Some overnight travel to other cities in the United States is anticipated. Work hours sometimes exceed the normal working day.

Qualifications:

- Progressively responsible secretarial experience involving responsibility as the principal office assistant to a supervisor dealing with law-related matters.
- Consummate professionalism, discretion, loyalty and integrity.
- Excellent vocabulary and grammar, writing ability and proofreading skills.
- Demonstrated organizational and record-keeping ability.
- Case management experience.
- Excellent interpersonal skills.
- Must have basic computer and office technology skills, including faxing, copying, scanning and e-mailing documents; proficiency in word processing and familiarity with WordPerfect and Microsoft Word; familiarity with Lotus Notes for e-mail or comparable software; ability to use the Internet and search the World Wide Web.
- Ability to type neatly and accurately.
- Proficient in use of a Dictaphone.

Desired Qualifications:

- Ability to work independently with a pleasant attitude, take directions well, and exercise good judgment without close supervision.
- Proficiency with Excel and computer-assisted legal research applications such as Lexis and Westlaw.
- Experience in litigation and/or appellate work.
- A degree from a college, university or legal/professional curriculum.
- Ability to take shorthand.

- Familiarity with handheld e-mail devices.

Application:

Please forward resume with cover letter and salary history to:

U.S. Court of Appeals - 7th Circuit
Human Resources
219 S. Dearborn Street - Rm. 1670
Chicago, Illinois 60604
Fax: 312-554-8077
E-Mail: ca7_HR@ca7.uscourts.gov

Resumes will be screened and only selected applicants will be contacted for interviews. Due to the anticipated large response to this announcement only those interviewed will be notified of the selection outcome.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States.

Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER