



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

2017-05
7/10/2017

POSITION VACANCY

Position: Assistant Secretary

Salary Range: JSP 8 to 10 (\$49,673 - \$78,548) depending upon qualifications

Closing Date: Open Until Filled

Position Overview: The United States Court of Appeals for the Seventh Circuit seeks an Assistant Secretary. This individual will provide secretarial support to Circuit Judges and other court staff.

Representative Duties: Confidential assistant 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. Make occasional travel arrangements and prepare travel vouchers.

Qualifications:

- Five years of progressively responsible clerical or secretarial experience, with at least three of those five years of exposure to law-related matters.
- Excellent vocabulary and grammar, writing ability and proofreading skills.
- Demonstrated organizational and record-keeping ability.
- Case management experience.
- Excellent interpersonal skills.
- Must be familiar with MAC and PC operating systems.
- Proficiency in word processing and Microsoft Word; familiarity with Lotus Notes for e-mail or comparable software; ability to use the Internet.
- Ability to type neatly and accurately at a minimum of 60 wpm.

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.
- Case management experience
- Experience in litigation and/or appellate work.
- A degree from a college, university or legal/professional curriculum.

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