



United States Court of Appeals

for the Seventh Circuit
219 South Dearborn Street
Chicago, Illinois 60604

2021-12

8-27-21

POSITION VACANCY

Position: Executive Administrator to the Chief Judge

Location: Milwaukee, Wisconsin

Annual Salary (JSP salary range is based on education—J.D., bachelor's degree, or paralegal certificate—and/or comparable work experience):

JSP 8/1 to JSP 11/10 – \$50,468 to \$87,680

Closing Date: Open until filled

Position Overview: Chief Judge Sykes seeks a legal professional to provide law-related and administrative support to the judge and law clerks, and to work cohesively with the current judicial assistant. This position reports directly to Chief Judge Sykes. The successful candidate is familiar with litigation and/or appellate practice; proficient in writing and editing; professional, organized, and able to work collegially in a small office.

Representative Duties and Responsibilities (shared with the current judicial assistant):

- Proofread legal drafts for the law clerks and the judge for completeness, accuracy, and compliance with the style guide. Check legal citations for Bluebook style and for accuracy using legal research tools. Search court records and briefs to verify facts and quotes. Copy edit drafts for proper grammar, consistency, and style. Prepare routine procedural orders.
- Perform administrative duties using computer applications to prepare documents and correspondence. Receive, screen, and answer phone calls. Receive and assist visitors.
- Manage case flow by tracking pending cases and votes. Monitor deadlines, prioritize tasks, and occasionally determine a need for action by the judge. Manage the judge's schedule.
- Manage administrative workflow associated with the judge's role as chief judge of the circuit.
- Maintain chambers information storage and filing systems, both electronic and paper. Maintain the recusal list, Governance and Education Travel Report, and financial disclosure report for the judge.
- Manage the OSCAR website for law-clerk postings and assist with the selection of law clerks as requested by the judge. Provide orientation and training to law clerks regarding the judge's style and preferences and court protocols. Facilitate onboarding of the interns and communicate with the law school.
- Serve as a liaison to other court support units on behalf of the judge. Manage facilities and equipment issues, facilitate supply requisition, and maintain inventory of property assigned to chambers.
- Make frequent travel arrangements and prepare travel vouchers for the judge and the law clerks.

Required Qualifications:

- Experience as a legal assistant, paralegal, law librarian, law clerk, or lawyer.
- Excellent vocabulary and grammar skills, writing ability, complex editing skills, and exceptional attention to detail.
- Knowledge of legal terminology and strong proficiency in legal research tools and Bluebook citation style.
- Consummate professional, discreet, and loyal; exercises good judgment.
- Ability to manage voluminous and multifaceted high-level executive-assistant functions.
- Demonstrated organizational and recordkeeping ability; case-management experience.
- High degree of proficiency with Microsoft Word and Adobe Acrobat; familiarity with PowerPoint and with Outlook or comparable email software.

JSP-8/1 Qualifications: Bachelor's degree or paralegal certificate and six months of progressively responsible legal experience, **or** five years of progressively responsible secretarial experience with at least three of those five years involving responsibility as the principal office assistant to a supervisor dealing with law-related matters.

JSP-9/1 Qualifications: Bachelor's degree or paralegal certificate and one year of progressively responsible legal experience, **or** six years of progressively responsible secretarial experience with at least four of those six years involving responsibility as the principal office assistant to a supervisor dealing with law-related matters.

JSP-10/1 Qualifications: Bachelor's degree or paralegal certificate and two years of progressively responsible legal experience, **or** seven years of progressively responsible secretarial experience with at least five of those seven years involving responsibility as the principal office assistant to a supervisor dealing with law-related matters.

JSP-11/1 Qualifications: Juris doctor, **or** a bachelor's degree or paralegal certificate and three years of progressively responsible legal experience, **or** eight years of progressively responsible secretarial experience with at least six of those eight years involving responsibility as the principal office assistant to a supervisor dealing with law-related matters.

Conditions of Employment:

- Employees must adhere to the *Code of Conduct for Judicial Employees*, including termination of all political associations and limiting social-media postings.
- Positions with the U.S. Courts are at-will, excepted service appointments and may be terminated by the court with or without cause at any time.

Additional Benefits: Federal benefits include paid vacation based on years of service, paid holidays and sick leave, and employer-subsidized health- and life-insurance plans. Dental, vision, flexible spending account, and long-term care plans are available. Benefits also include an employer-sponsored pension plan and a supplemental retirement contribution plan with employer match (similar to a 401(k)).

Application: Please forward a résumé, cover letter, salary history, and two letters of recommendation to:

U.S. Court of Appeals - Seventh Circuit
Human Resources
219 South Dearborn Street, Room 1670
Chicago, Illinois 60604
Fax: 312-554-8077
E-Mail: ca7_hr@ca7.uscourts.gov

Résumés will be screened, and only selected applicants will be contacted for interviews. Only those interviewed will be notified of the selection outcome. No telephone calls, please.

The court reserves the right to modify the conditions of this job announcement or to withdraw it without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of this announcement, the court may elect to select a candidate from the original qualified applicant pool.

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 nonselection, withdrawal of an offer of employment, or dismissal after being employed.

The successful candidate will be required to undergo an FBI fingerprint check or a five-year background investigation with updates every five years thereafter, depending on the position classification.

Employees are required to use electronic fund transfer (EFT) for payroll deposit.

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.

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER