



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

2021-05
05/04/2021

POSITION VACANCY

- Position:** Executive Assistant
- Salary Range:** CL 27 to CL 28 (\$57,346 - \$111,720)
Placement is dependent upon background and qualifications
- Closing Date:** Open Until Filled
- Position Overview:** The Executive Assistant provides administrative services essential to the direction and efficient operation of the Circuit Executive's office. The incumbent performs and coordinates administrative, technical and professional work related to multiple administrative functions including ensuring compliance with the appropriate guidelines, policies and approved internal controls.

Representative Duties:

Provide professional administrative support and assistance for the Circuit Executive's office, which may include any or all of the following duties and responsibilities:

- Assesses and develops office practices, policies and procedures.
- Plans, designs and initiates appropriate and efficient means of accomplishing assignments.
- Analyzes office operations and makes recommendations for change, as appropriate.
- Composes correspondence, memoranda and reports
- Maintains calendars and schedules.
- Serves as liaison with other Circuit Executive offices, Judges' chambers and other units throughout the circuit, the Administrative Office, the Federal Judicial Center and General Services Administration.
- Maintains confidentiality and integrity of the Circuit Executive's office.
- Receives, screens and refers telephone calls, emails and visitors.
- Answers routine inquiries and provides assistance as authorized.
- Receives, screens and routes incoming administrative and case-related materials to appropriate individuals.
- Arranges travel, lodging, meetings and other Circuit events including agenda preparation, notifications to participants, and logistical coordination.
- Participate in special projects related to the administrative functions of the office.
- Coordinates general office activities, including disseminating communications to appropriate managers, executives and peers and follow-up to ensure timely coordination.
- Prepares travel payment vouchers in accordance with existing policies and regulations.
- Interprets, demonstrates and exercises a working knowledge of Administrative Office policies and guidelines.

Required Qualifications:

Applicants must have a high school diploma and at least two years of Specialized Experience. Completion of the requirements for a bachelor's degree from an accredited college or university with superior academic achievement may be substituted for the specialized experience.

Specialized Experience - Progressively responsible administrative experience in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

Desired Qualifications:

- Bachelor's Degree from an accredited college or university in an accepted field of study.
- Experience in a court or other legal field.
- Experience in the use of office technology including PC's and the following software applications: Microsoft Office suite (including Word, Excel & PowerPoint) Windows, Zoom/Teams, Adobe and database management programs.
- Demonstrated keyboarding proficiency.
- Excellent vocabulary, grammar, spelling skills, writing ability, formatting ability, proofreading and editing skills, and exceptional attention to detail.
- Facility with legal style conventions including abbreviations and correct citation formats. Knowledge of legal documents and terminology.
- Excellent interpersonal and professionalism skills, with the ability to exercise tact and discretion.
- Ability to work independently and exercise sound judgment.
- Knowledge of the Circuit Executive's office and Seventh Circuit policies, procedures and processes. Knowledge of the court unit's automated systems. Knowledge of the judiciary policies in *The Guide to Judiciary Policy* and the *Code of Conduct for Judicial Employees*. Knowledge of applicable federal rules. Knowledge of judiciary audit standards and stewardship principles.

Application:

Please forward resume with cover letter 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

Benefits:

Benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System (FERS), Thrift Savings Plan (401k), and public transit subsidy. Optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance Program (FEGLI), Flexible Benefits Program, Federal Long Term Care Insurance Program (FLTCIP), and Dental and Vision Insurance. Information can be found on our website, under Human Resources, at: www.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. No telephone calls please.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original 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 non-selection, withdrawal of an offer of employment or dismissal after being employed.

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

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