



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

2017-06
7/11/17

POSITION VACANCY

Position: Judicial Assistant

Location: Bloomington, Indiana

Starting Salary Range: JSP 8/1-JSP 10/1 (\$45,056 - \$54,803) depending upon qualifications

Closing Date: Open Until Filled

Anticipated Start Date: September 18, 2017

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: Provide support to the Judge, the law clerks, and other court personnel as required, including scheduling 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 frequent travel arrangements and prepare travel vouchers for the Judge and law clerks. Travel to Chicago occasionally.

Qualifications:

- Minimum 5 years of progressively responsible secretarial experience with at least 3 of those five years 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 Word, or comparable software; familiarity with Lotus Notes for e-mail or comparable software; ability to effectively use the Internet.
- Ability to type neatly and accurately.

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.

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