



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

2016-01
01/11/16

POSITION VACANCY

Position: Administrative Support Specialist

Salary Range: CL 24/1 to CL 26/61 (\$38,910 - \$76,902)
depending upon qualifications

Closing Date: Open Until Filled

Position Overview: The Administrative Support Specialist provides administrative support services essential to the direction and efficient operation of the United States Court of Appeals. 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 administrative support and assistance for the Circuit Executive's Office, which may include any or all of the following duties and responsibilities:

- Works for court unit staff, executives and other court personnel as assigned
- Develops and maintains logs, tracking forms, spreadsheets and databases.
- Plans, designs and initiates appropriate and efficient means of accomplishing assignments.
- Composes and prepares correspondence, memoranda and reports.
- Schedules appointments, arranges meetings and maintains calendars.
- Maintains office reference materials.
- Assists with coordinating conferences, meetings and court ceremonies.
- Maintains confidentiality and integrity of the Circuit Executive's office.
- Answers routine inquiries and provides assistance as authorized.
- Receives, screens and refers telephone calls and visitors.

Required Qualifications:

To qualify for the position, candidates must have a high school diploma and at least two years of General Experience and one year of Specialized Experience.

General Experience - Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of 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 software applications, inclusive of WordPerfect, Microsoft Office (Word, Excel, PowerPoint) and database management programs.
- Demonstrated keyboarding proficiency.
- Excellent vocabulary and grammar, writing ability, proofreading skills and attention to detail.
- Excellent interpersonal and customer service skills.
- Ability to work independently and exercise sound judgment.

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.

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.

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 government.

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

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER