



# UNITED STATES DISTRICT COURT

## Northern District of Illinois, Chicago

Human Resources Office, Room 1574  
219 South Dearborn Street, Chicago, Illinois 60604  
www.ilnd.uscourts.gov

## NOTICE OF POSITION VACANCY

<b>Date:</b>	December 5, 2016	<b>Grade Range:</b>	JSP 07/01 - JSP 11/10
<b>Job Announcement No.:</b>	2017-9	<b>Salary Range:</b>	\$43,915- \$84,489
<b>No. of Vacancies:</b>	One	<b>Closing Date:</b>	December 19, 2016
<b>Position Title:</b>	Judicial Assistant		

**To apply: Applicants must submit a cover letter, resume, application and two professional reference letters to the Human Resources Department by December 19, 2016. For further information, please see directions under "Notice to Applicants" listed below.**

### **POSITION OVERVIEW**

The U.S. District Court for the Northern District of Illinois is recruiting for the position of Judicial Assistant to the Hon. Susan E. Cox. The incumbent will serve as an assistant to the Judge assuming full responsibility for management and administration of the Chambers.

### **POSITION DUTIES AND RESPONSIBILITIES**

Duties include formalizing a variety of legal material and correspondence from computerized drafts; calendaring the judge's daily schedule; making travel arrangements; ordering supplies; coordinating staff responsibilities; receiving telephone calls and visitors and personally resolving questions requiring full knowledge of the business of the court; receiving and reading incoming correspondence; setting up and maintaining filing systems; and performing a wide variety of administrative functions in support of chambers. Responsible for maintaining master calendar, handling matters arising from criminal duty and scheduling. Reviewing settlement correspondence for compliance with standing order.

The position requires communication skills, independent judgement, knowledge of proper business formats, excellent grammar, punctuation, spelling, and ability to prepare legal materials and revisions under time constraints. Knowledge of CM/ECF and the ability to exercise independent judgment are also required. Great organizational skills preferred.

### **JOB REQUIREMENTS AND QUALIFICATIONS**

#### **General Experience**

Progressively responsible general clerical or administrative experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and typing.

#### **Specialized Experience**

Progressively responsible secretarial experience that involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in a law, insurance or real estate office).

Compensation will be based on qualifications and the experience level of the successful candidate.

**Educational Substitutions**

Education in a college, university or secretarial school of recognized standing may be substituted for a maximum of one year of the general experience on the basis of 30 semester (45 quarter) hours equals nine months of experience.

A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience. Preferably, such degree should have included courses in law, government, public or business administration, or related fields.

Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience. Less than one full year of study will be credited on a pro-rata basis.

**EMPLOYEE BENEFITS**

Benefits information may be viewed at: <http://www.ilnd.uscourts.gov/Pages.aspx?page=benefits>

**NOTICE TO APPLICANTS**

**Serious consideration will be given to those who apply via the U.S. District Court, Northern District of Illinois website by providing a cover letter, resume, application and two professional business references. Job announcements and employment applications may be obtained by visiting our web site at: <http://www.ilnd.uscourts.gov/Pages.aspx?ovGPv5hNkHK6wjSsfLIOTQ==>**

**Please send your cover letter, application, and resume to: [human\\_resources\\_ilnd@ilnd.uscourts.gov](mailto:human_resources_ilnd@ilnd.uscourts.gov) or fax to: 312-554-8674. Application materials must be received by the Human Resources Department by Monday, December 19, 2016.**

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. citizens or eligible to work in the United States.

**The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.**