



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

2024-10
7/18/2024

POSITION VACANCY

Position: Paralegal or Judicial Assistant to Hon. John Z. Lee

Location: Chicago, Illinois

Salary Range: JSP 8/1 – JSP 11/10 (\$60,608 to \$105,289) depending upon qualifications

Closing Date: August 1, 2024

Position Overview:

Judge Lee is seeking a paralegal or judicial assistant 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 Judge Lee. The successful candidate is professional, organized, proficient in writing and editing, and able to work collegially in a small office. This position will be filled with an anticipated start date of September 23, 2024.

Representative Duties and Responsibilities:

- Perform administrative duties using computer applications to prepare documents and correspondence. Receive, screen, and answer phone calls. Receive and assist visitors.
- Proofread legal drafts with the law clerks and the judge for completeness and accuracy. 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.
- 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.
- Maintain chambers information storage and filing systems, both electronic and paper. Maintain the recusal list, noncase-related 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.
- Make frequent travel arrangements and prepare travel vouchers for the judge and the law clerks.

Qualifications:

- Consummate professional, discreet, and loyal; exercises good judgment.
- Excellent vocabulary and grammar, writing ability, and complex editing skills.
- Knowledge of legal terminology and strong proficiency in legal research tools and Bluebook citation style.
- 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.
- Experience in litigation and/or appellate work, or experience as a law librarian.

Additional Required Qualifications for Paralegal Level Position:

- A bachelor's degree from an accredited college or university, or a paralegal certificate from an accredited paralegal program.
- Two years of progressively responsible experience closely related to the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties (JSP 10/1 qualification).

Additional Required Qualifications for Judicial Assistant Level Position:

- Minimum 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 8/1 qualification).

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.

Benefits:

Benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System (FERS), Thrift Savings Plan (401k), and public transit subsidy (budget dependent). Benefits also include optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance Program (FGLI), Flexible Benefits Program, and Dental and Vision Insurance, and an onsite gym. Information can be found on the court's website under Human Resources at: www.ca7.uscourts.gov.

Application:

Consideration will only be given to those individuals who apply through the court's online applicant tracking system and provide a resume and cover letter.

<https://www.governmentjobs.com/careers/uscourtsilnd/7thcircuitcoa>

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. Travel expenses for interviews cannot be reimbursed.

Please note that this position is not covered by the Fair Chance Act and requires that applicants provide criminal history information prior to receiving any conditional offer of employment. 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