



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

2022-01
2/8/22

POSITION VACANCY

Position: Judicial Assistant or Paralegal to Hon. Kenneth F. Ripple

Location: South Bend, Indiana

Starting Salary Range: JSP 8/1 - JSP 11/10 (\$49,549-\$86,074) depending upon qualifications

Closing Date: Open Until Filled

Anticipated Start Date: April 18, 2022

Position Overview: The Judicial Assistant or Paralegal will be responsible for day-to-day management of the operations of the judicial chambers as well as providing administrative, paralegal, and legal secretarial support to Judge Ripple and the Judge's law clerks.

Representative Duties: Provides support to the Judge, the law clerks, and other court personnel as required, including scheduling workflow, appointments and meetings, e-mailing, typing, copying, filing, and supply requisition. Manages case flow by tracking pending cases. Prepares periodic status reports on pending cases. Prepares correspondence, legal documents, and other materials. Answers telephones, screens calls, and provides callers with information. Receives and assists official visitors. Serves as a liaison to all other court support units on behalf of the Judge. Makes travel arrangements and prepares travel vouchers.

Qualifications:

- Progressively responsible experience as a legal secretary, legal assistant, or paralegal.
- 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.
- Proficiency in word processing and Microsoft Suite, including Word, Outlook, and Excel.

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.

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. 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.

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. 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.

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.

The successful candidate for this position will be required to undergo a FBI background check.

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.

Per General Order 21-009, all applicants and appointees are to be fully vaccinated against COVID-19. Proof of vaccination will be collected at time of interview.

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER