Position Announcement #15-09
March 31, 2015

UNITED STATES DISTRICT COURT
Northern District of Illinois
U.S. PROBATION OFFICE

CAREER OPPORTUNITY FOR

EXECUTIVE ASSISTANT

DUTY STATION: **Chicago, Illinois**

OPENING DATE: **Wednesday, April 1, 2015**

CLOSING DATE: **Friday, April 24, 2015**

SALARY GRADE: **CL 25**
$42,413 - $68,984
Starting salary, dependent on qualifications

AREA OF CONSIDERATION: Open to all sources

The U. S. Probation Office in the Northern District of Illinois is a career organization focused on providing exceptional service to the court, members of the legal community and the general public.

The Probation Office for the Northern District of Illinois serves 37 U.S. District Judges and 12 Magistrate Judges and covers 18 counties in northern Illinois. Our office is comprised of 100+ employees. The Probation Office headquarters is located at 55 E. Monroe Street, Chicago, Illinois 60603. There are two divisional offices (Eastern, located in Chicago, IL and Western, located in Rockford, IL) and one satellite office (located in Lisle, Illinois).

DESCRIPTION OF VACANCY:

Currently we are seeking a talented, full-time Executive Assistant for the Chicago office. This challenging position is responsible for providing administrative/professional support to the Chief Probation Officer, Deputy Probation Officer and the Assistant Deputy Probation Officer.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

To provide office support and assistance for the administrative functions of the office, this may include any or all of the following duties and responsibilities:

- Greets visitors in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Prepares correspondence, reports, form letters, and documents. Maintains correspondence control records. Composes routine correspondence and ensures that all are proofread for grammar and punctuation.
- Assists staff with scanning of documents.
- Schedules appointments, arranges meetings, and maintains staff calendars.
- Reports matters regarding the office's physical needs (such as heating, cooling, lighting and cleaning).
- Assists with coordinating of training, conferences, meetings and court ceremonies. Assist in the preparation of agendas; acts as secretary for meetings, preparing materials, taking and distributing minutes of proceedings.
- Disseminates communications to appropriate managers, executives and peers to follow up on action items to ensure a comprehensive and coordinated response, where required.
- Conducts record checks as requested on potential employees, contractors, and jurors.
- Maintains office reference materials, such as administrative manuals, bulletins, etc.
- Coordinates general activities in the office, including arranging for equipment and facilities maintenance. Oversees maintenance of consumable supplies for the administrative unit, including the unit's supply closet, copy machine paper and similar.
- Maintains office key cards, parking pass logs, office keys, and offender passport storage.

QUALIFICATION REQUIREMENTS:

- Applicant must be a United States citizen or lawful permanent resident actively seeking citizenship.

- At least two years of specialized experience in a progressively responsible clerical or administrative role requiring the regular and recurring application of clerical procedures.

- Demonstrated ability to apply a body of rules, regulations, directives, or laws that involve the routine use of computer software, technology and equipment for word processing, data entry and report generation.

- Thorough understanding of office procedures, practices, processes, and mission.

- Ability to exercise mature judgment, maintain confidential information, and handle situations and persons tactfully.

- Demonstrated sound ethics and good judgment.

- Excellent oral and written communications skills.

- Proficiency in organizing work to meet recurring deadlines.

- Ability to accurately and promptly give and receive information from individuals within and outside the Court.

- Proficient in Word, Excel, Power Point and similar information technology.

- Possess a high school diploma (or equivalent). Bachelor's degree is preferred.

How To Apply:

Applicants who meet the qualifications must submit a cover letter expressing their interest, including the position title and announcement number, along with an AO 78 Application for Judicial Employment. The application form may be accessed at our website http://www.ilnp.uscourts.gov.

Interested candidates should submit your application packet **Friday, April 24, 2015 to**:

U.S. Probation Office
Attn: Human Resources
55 E. Monroe, #1500
Chicago, IL. 60603

OR, if you prefer to submit electronically, please send entire packet as **one PDF attachment** to **human_r_ilnp@ilnp.uscourts.gov.**

The U. S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses. Applicants called for interview will be required to participate in job-related testing as part of the screening process.

The selectee considered for this position will undergo an internal background investigation, including a criminal background check.

Due to the high volume of applications expected for this position, the U. S. Probation Office will only make contact with those applicants who are invited to interview.

BENEFITS:

Employees of the United States Probation Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees.

Some of the benefits are:

- Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.
- Mandatory participation in the federal retirement system and social security program.
- Optional participation in the federal health insurance program of your choice.
- Optional participation in the flexible spending program for health and dependent.
- Optional participation in the commuter reimbursement program.
- Optional participation in a group life insurance program.
- Optional participation in the Thrift Savings Plan (similar to a 401(k)).
- A minimum of 10 paid holidays per year.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service is taken into consideration.

The U.S. Probation Office has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written or other notice.

THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER

JGW/ddt