



November 29, 2021  
Position Announcement #22-03

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

**CAREER OPPORTUNITY FOR  
EXECUTIVE ASSISTANT**

**POSITION ANNOUNCEMENT NUMBER:** 22-03

**POSITION TITLE:** Executive Assistant

**OPENS:** Friday, November 29, 2021

**REVISED:** Tuesday, December 7, 2021

**CLOSES:** Open until filled. Priority will be given to applications received by December 17, 2021.

**TYPE OF APPOINTMENT:** Temporary Full-Time Which May Become Permanent

**EMPLOYMENT TERM:** Under this vacancy, the Executive Assistant position is a temporary full-time position with an employment period of one year and a day. Temporary Indefinite positions may be extended; converted to permanent status; or converted to full time permanent status without further competition—subject to need and available funding.

**NUMBER OF POSITIONS:** One position.

**LOCATION:** Chicago, IL

**AREA OF CONSIDERATION:** Open to the public.

**CLASSIFICATION LEVEL/SALARY:**

CL-24 (\$42,912 - \$69,761)

CL-25 (\$47,407 - \$77,034)

CL-26 (\$52,202 - \$84,839)

Starting salary dependent upon qualifications and experience. Promotional potential between classification levels 24 through 26 may occur without further posting or competition.

**POSITION OVERVIEW:** The United States Probation Office in the Northern District of Illinois is currently recruiting for a full-time Executive Assistant. The Executive Assistant performs administrative/professional support to the Executive Leadership Team (ELT) which consists of the Chief Probation Officer, two Deputy Chief Probation Officers and the Administrative Services Manager. The incumbent ensures the efficient management of events, meetings, correspondence, reports, and resources.

The primary focus of the job is to perform a variety of administrative and technical activities, ensuring strict accuracy and adherence to applicable policies, regulations, and protocols. Incumbent's work enhances the members of the ELT's ability to work effectively. The work encompasses developing administrative guidelines which facilitate the effective management of the office. The Executive Assistant contributes to the mission of the office by providing quality service in a professional, courteous, and efficient manner.

Incumbent may be permitted to telework following the guidelines of the agency's telework policy.

**REPRESENTATIVE DUTIES:**

- Serve as the confidential assistant to the Chief Probation Officer and members of the ELT.
- Prepare correspondence, and other materials, from dictation, rough copy, or own notes for the Chief Probation Officer's review and signature. Edit materials prepared by others for accuracy, proper grammar, and spelling.
- Schedule appointments, arrange meetings, and maintain the calendar for the Chief Probation Officer and members of the ELT.
- Report matters regarding the office's physical needs (such as heating, cooling, lighting and cleaning).
- Responsible for the development and coordination of annual activities, luncheons, meetings, ceremonies, conferences, trainings and other court unit functions.
- Monitor and track the status and deadlines of various court unit projects. Responsible to complete special projects as assigned.
- Receives, prioritizes, and routes all incoming administrative and case related materials from within the Court to appropriate individuals in the office. Maintains correspondence control records and monitors due date to ensure that the required action is made timely.

- Assist in the preparation of agendas and acts as secretary for meetings; prepare materials, take and distribute minutes of proceedings, prepare presentation slides, presenter notes and handouts.
- Maintain office reference materials, such as administrative manuals, bulletins, etc.
- Compile and complete data for reports, bulletins, questionnaires, and other documents. Generate manual and other reports from databases and computerized systems. Maintains Court directory.
- Develop and maintain logs, tracking forms, spreadsheets, and databases for the purpose of tracking statistics and data; prepare statistical tables and reports at the requires of the Chief Probation Officer.
- Gather and analyze data to improve workflow, operating methods and to simplify processing procedures.
- Coordinate 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.
- Maintain office key cards, parking pass logs, office keys, locker assignments and offender passport storage.
- Disseminate communications to appropriate managers, executives and peers to follow up on action items to ensure a comprehensive and coordinated response, where required.
- Serve as liaison to judges and their staff, other court units in the Seventh Circuit, as well as the Administrative Office of the U.S. Courts and the Federal Judicial Center, on behalf of the Chief Probation Officer and members of the ELT, as appropriate.
- Arrange travel and prepare travel vouchers for the Chief Probation Officer and members of the ELT in accordance with policies and regulations. Audit and review travel vouchers.
- Supports other management staff within the Probation Office as needed.
- Perform other job-related duties, as assigned.

#### **QUALIFICATION REQUIREMENTS:**

- Applicant must possess a high school diploma (or equivalent). Bachelor's degree is preferred.
- 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.
- Administrative organizational skills such as file maintenance, record keeping, reporting, and preparation of presentation materials.
- Skill in assisting with planning, organizing, and handling logistical arrangements for meetings, conferences, and events.
- Thorough understanding of office procedures, practices, processes, and mission.
- Skill in written and oral communications, including the writing, editing and proofreading of documents for spelling, grammar, punctuation, style, abbreviations, and correct legal citation formats.
- 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, including the ability to use tact and diplomacy in dealing effectively with all levels of managers, staff, judges, and internal and external customers.
- Proficient in Microsoft Word, Excel, Power Point and similar information technology.
- Skill in project management, organizing information, managing time and multiple work assignments effectively, including prioritizing and meeting tight deadlines.
- Thorough knowledge of, and skill in using executive office procedures and a variety of other office equipment.
- Ability to identify and analyze problems, develop viable solutions, advocate when necessary, and follow through to completion.
- Familiarization with virtual platforms (Zoom, Teams, Google).

**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.
- Eleven (11) paid holidays per year.
- Mandatory participation in the federal retirement system and social security program.
- Thrift Savings Plan –Employer matching up to an additional 5% of employee contribution.
- Optional participation in the federal health insurance program of your choice.
- Optional vision and dental programs are offered as well.
- Optional participation in the flexible spending program for health and dependent care.
- Optional participation in the commuter reimbursement program.
- Optional participation in a group life insurance program.
- Possible participation in Federal Public Service Loan Forgiveness Program.
- Employee fitness center on-site.

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.

**APPLICATION PROCEDURE:**

You may apply by submitting the following as a **single PDF document**:

- Cover letter and resume
- Completed AO-78, Application for Judicial Branch Federal Employment (found on our website at [http://www.ilnp.uscourts.gov/pdfs/AO\\_078.pdf](http://www.ilnp.uscourts.gov/pdfs/AO_078.pdf))
- Copy of two most recent performance appraisals

Complete applications should be submitted via e-mail to [human\\_r\\_ilnp@ilnp.uscourts.gov](mailto:human_r_ilnp@ilnp.uscourts.gov). Priority will be given to those received by close of business **December 17, 2021 at 5:00 p.m.** All application materials should be sent as a **single PDF document**. Please include the Position Announcement # and Position Title in the Subject line of the email. **Failure to follow directions and/or submit a complete packet may disqualify you from consideration.**

**IMPORTANT NOTICE!**

Candidates for employment must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, if hired, present proof of vaccination by start date or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition.

**Only electronic submissions will be accepted.** Applicants must be a citizen of the United States or eligible to work in the United States. All employees are required to adhere to the Code of Conduct for judicial employees. The incumbent will be subject to local and federal background investigations, and may be subject to submit a recent credit report. This position is subject to mandatory electronic funds transfer for payment of net pay. The U.S. Probation Office reserves the right to interview only those applicants who have demonstrated that they possess these preferred qualifications. Due to the volume of applicants received, the probation office will contact only those applicants who will be tested or interviewed.

**The Probation Office 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.**

***THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO A DIVERSE AND INCLUSIVE WORKFORCE.***