



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

Date:	September 9, 2022	Grade Range:	CL 22-1 to CL 22-61
Job Announcement No.:	2022-53	Salary Range:	\$32,123-\$52,198
No. of Vacancies:	Two	Closing Date:	Open Until Filled
Position Title:	Temporary Administrative Support I		

The United States District Court for the Northern District of Illinois is now accepting applications for up to two Temporary Administrative Support I Clerk. Consideration will only be given to those who apply through the Court's online applicant tracking system, submit a cover letter, resume and two professional references. To apply, please see "Notice to Applicants" listed below.

***This is a temporary position that will not exceed a year.**

POSITION OVERVIEW

This position is located in the Clerk's Office in Chicago, Illinois and reports to the Manager of Administrative Services. The required hours for this on-site position are Monday through Friday from 7:45am to 12:30pm. Preference will be provided to those candidates who can commit on working up to a 40-hour week work to assist with various administrative tasks in the afternoon.

POSITION DUTIES AND RESPONSIBILITIES

- Performing all duties associated with the proper administration of COVID tests. Completing certification coursework required to administer tests in the COVID testing room. Following the safety protocols associated with test administration.
- Performing receptionist duties by greeting visitors/clients in person, answering routine questions, and directing visitors to the appropriate person or department.
- Performing data entry functions.
- Maintaining, updating, and tracking paper and electronic files; making copies and delivering documents to staff. Assisting records and reproduction staff with scanning, copying, filing, stamping, and locating files and documents.
- Assisting with scanning and filing juror questionnaires and preparing questionnaires for mailing to perspective jurors.
- Assisting with the issuance of ID cards and submitting fingerprints.
- Performing other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

The successful applicant must have excellent verbal and written communication skills and the ability to multitask. The incumbent must have basic computer skills and the ability to use a web-based programs. The

successful candidate must be able to handle confidential matters professionally. Lifting up to 25 pounds may be required. The successful candidate must be able to display a professional and positive demeanor and an appearance appropriate for a professional environment (business/office wear-professional). A successful applicant must have the ability to work as part of a team and function independently with minimal direction as the situation requires.

NOTICE TO APPLICANTS

Consideration will only be given to those who apply through the Court's online applicant tracking system and provide a cover letter, resume and provide two professional references. To view openings and to apply, visit our applicant tracking system at: [ILND Jobs](#)

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

All new employees must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, prior to the starting with the Clerk's Office, present proof of vaccination or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition. 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. The United States District Court is an Equal Opportunity Employer.

Diversity is important to the Judiciary. It is an essential component of services that the Judiciary is charged with providing to maintain justice, equality, fairness, respect, and dignity in society. To fulfill its duties, the Judiciary must include all members of society—not just regardless, but also inclusive of race, gender, disability, and the many other variables that make up the citizens of our nation. The Judiciary has a duty to promote a fair, just, and sustainable model of inclusive democracy and social justice that surpasses any governmental entity in the history of this nation or of any other nation.

To be eligible for employment, applicants must meet one of the following requirements:

- (1) U.S. citizen;
- (2) Person who owes allegiance to the U.S. (i.e., nationals of American Samoa, Swains Island, and the Northern Mariana Islands);
- (3) Person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or
- (4) Lawful permanent resident (i.e., green card holder) who is seeking citizenship. A lawful permanent resident "seeking citizenship":
 - a. May not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen);
 - b. Must apply for citizenship within six months of becoming eligible; and
 - c. Must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

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.

INFORMATION ABOUT THE NORTHERN DISTRICT OF ILLINOIS

The Northern District of Illinois is home to the five largest cities in Illinois: Chicago, Aurora, Rockford, Joliet, and Naperville. Also known as “The Windy City,” Chicago is the third most populous city in the U.S. with over 2.7 million inhabitants and nearly 10 million people living in the Chicago metropolitan area. With Lake Michigan as its eastern border, Chicago covers more than 237 square miles.

Chicago is home to numerous museums and cultural institutions including Art Institute of Chicago, Field Museum, Museum of Science and Industry, Shedd Aquarium, and Adler Planetarium. A center of art and culture, Chicago has over 200 theaters, nearly 200 art galleries, and more than 7,300 restaurants.

Known for its magnificent skyline, Chicago is home to buildings designed by some of the world’s most renowned architects including Daniel Burnham, Louis Sullivan, Frank Lloyd Wright, and Mies van der Rohe, who designed the Dirksen Courthouse.

Major Chicago universities include University of Chicago, Northwestern University, Loyola University, University of Illinois Chicago, DePaul University and Illinois Institute of Technology. Professional Chicago sports teams include the Bulls (NBA), Sky (WNBA), Bears (NFL), Cubs (MLB), White Sox (MLB), Fire (MLS), Chicago Blackhawks (NHL), and Red Stars (NWSL). Chicago is a major world finance center. The Federal Reserve Bank of Chicago, the Chicago Stock Exchange, the Chicago Board Options Exchange, and the Chicago Mercantile Exchange are within blocks of the Courthouse. The Northern District of Illinois is home to three international airports including O’Hare International Airport, among the busiest airports in the world.