



# UNITED STATES COURT OF APPEALS FOR THE SEVENTH CIRCUIT



## & UNITED STATES DISTRICT COURT- NORTHERN DISTRICT OF ILLINOIS

219 South Dearborn Street, Chicago, Illinois 60604  
www.ca7.uscourts.gov / www.ilnd.uscourts.gov

### NOTICE OF POSITION VACANCY

<b>Date:</b>	January 23, 2024	<b>Grade Range:</b>	CL 25-01 to CL 27-61
<b>Job Announcement No.:</b>	2024-22	<b>Salary Range:</b>	\$53,546 to \$105,313
<b>No. of Vacancies:</b>	One	<b>Closing Date:</b>	Open until filled.
<b>Position Title:</b>	Human Resources Specialist		

The Human Resources Department of the U.S. Court of Appeals for the Seventh Circuit and U.S. District Court, Northern District of Illinois, is now accepting applications for a Human Resources Specialist. Consideration will only be given to those who apply through the court's online applicant tracking system and submit a cover letter, resume and two professional references. To apply, please see "Notice to Applicants" listed below.

Applicants who previously applied for the Human Resources Specialist 2024-18 position will be considered and do not have to re-apply.

#### **POSITION OVERVIEW**

The U.S. Court of Appeals for the Seventh Circuit and the U.S. Northern District Court of Illinois are seeking a qualified Human Resources Specialist for its shared services human resources office located in Chicago, Illinois. The Human Resources Specialist provides a variety of human resources services to each Court and will report directly to the Human Resources Officer.

#### **POSITION DUTIES AND RESPONSIBILITIES**

**Duties and responsibilities will vary in progression dependent upon the selected candidate's current knowledge, skills, and abilities. The duties will include:**

- Assisting the Human Resources Officer with administration of human resources programs and researching/developing personnel procedures for the courts. Maintaining human resources manuals for each court and recommending policy changes as appropriate in adherence to the *Guide to Judiciary Policy*.
- Participating in all facets of the recruitment process, including but not limited to, preparing vacancy announcements and position descriptions, reviewing applications, scheduling and conducting interviews, performing reference checks, and coordinating/conducting new-hire orientations.
- Providing information and guidance to judges, executives, managers, and staff regarding human resources matters, including but not limited to, personnel matters, benefits, and retirement programs.

- Processing human resources and payroll actions such as appointments, promotions, separations, terminations, within-grade increases, and changes to employee benefits. Verifying payroll changes and adjustments for accuracy.
- Establishing and maintaining a variety of human resources-related files, including individual human resources records, recruitment files, leave records, performance evaluations, standard forms for human resources, and payroll matters. Advising managers and staff on leave administration and tracking matters to ensure compliance with local and national policy and procedures.
- Greeting visitors/callers, answering questions, and receiving/screening/routing mail to appropriate persons/offices while maintaining the confidentiality of all matters.
- Assisting in the administration of employee recognition programs and transit subsidy programs.
- Monitoring and administering performance management plans for each court by ensuring that performance appraisals are completed as prescribed.
- Managing the background check and fingerprinting program for new employees and contractors.
- Processing credentials for new employees through the issuance of a Facility Access Card (FAC). Ensuring compliance with FAC guidelines and department procedures while maintaining all FAC related documents.
- Encouraging teamwork and presenting a positive image of the Courts.
- Performing a variety of other duties as assigned.

### **JOB REQUIREMENTS AND QUALIFICATIONS**

Completion of a bachelor's degree from an accredited college or university in a field of academic study closely related to the position, such as Human Resources, Human Services, or Business Administration is required. Candidates must have one year of progressively responsible experience that provides evidence that the applicant has a good understanding of the methods and processes for accomplishing the work of HR. Candidates must have the ability to analyze problems and assess the implications of the solutions, the ability to communicate effectively both verbally and in writing and the capacity to employ the knowledge, skills, and abilities in the resolution of issues. Candidates must have knowledge of employees' benefits programs, leave, pay policies, and procedures. Candidates must be able to demonstrate that they possess experience in the recruitment and selection process. The incumbent must be able to handle confidential matters professionally. As a condition of employment, the selected candidate must successfully complete a background investigation with periodic updates every five years thereafter.

#### **Preferred Qualifications:**

Completion of a master's degree from an accredited college or university in a field of academic study closely related to the position, such as Human Resources, Human Services, or Business Administration is preferred. Prior experience with the administration of human resources in federal judiciary is strongly preferred.

### **COMPENSATION**

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. To qualify at the CL 25, applicants must have one year of specialized experience equivalent to work at the CL 24 level. To qualify at the CL 26, applicants must have one year of specialized experience equivalent to work at the CL 25 level.

To qualify at a CL 27, applicants must have two years of specialized experience, including at least one year equivalent to work at the CL-26 or completion of the requirements for a Bachelor's degree from an accredited college or university and if one of the following superior academic achievement requirements are met:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;

- “3.5” average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies;
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law, or other field closely related to the subject matter of the position.

**Specialized experience is:** Progressively responsible experience in at least one, but preferably two or more, functional areas of human resources management and administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of human resources administration.

### **EMPLOYEE BENEFITS**

The U.S. Court of Appeals for the Seventh Circuit and the U.S. Northern District Court of Illinois offer a generous benefits package to full-time, permanent employees, which includes:

- Paid leave time for federal holidays, vacation, sick, and Parental Leave
- Medical, dental, vision insurance
- Access to an infant and toddler care near the Courthouse
- The Public Service Loan Forgiveness Program is available to full-time employees with qualifying student loans
- Life insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System
- Health, dependent care, and parking reimbursement programs
- Public Transit Subsidy Program
- Onsite employee gym
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services

Further details regarding Federal benefits may be viewed at: [ILND Benefits](#)

### **NOTICE TO APPLICANT**

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

**Due to the volume of applications received, the Courts 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 Courts, 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 Courts 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 Courts are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations.

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.

In order 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 Courts reserve 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 OFFICE LOCATION**

The office of the U.S. Court of Appeals for the Seventh Circuit and the U.S. Northern District Court of Illinois is located in Chicago, Illinois. 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, NYSE Chicago, the Chicago Board Options Exchange and the Chicago Mercantile Exchange are within blocks of the Courthouse. Chicago is also home to three international airports including O’Hare International Airport, among the busiest airports in the world.