



# UNITED STATES DISTRICT COURT

## Northern District of Illinois, Chicago

U.S. District Court, NDIL  
Human Resources Office, Room 1574  
219 South Dearborn Street, Chicago, Illinois 60604  
[www.ilnd.uscourts.gov](http://www.ilnd.uscourts.gov)

## NOTICE OF POSITION VACANCY

<b>Date:</b>	September 14, 2023	<b>Grade Range:</b>	CL 28-01 to CL 29-61
<b>Job Announcement No.:</b>	2023-54	<b>Salary Range:</b>	\$73,808 to \$142,673
<b>No. of Vacancies:</b>	One	<b>Closing Date:</b>	September 28, 2023
<b>Position Title:</b>	Systems Supervisor - Applications and Audio-Visual		

**The United States District Court for the Northern District of Illinois is now accepting applications for a Systems Supervisor – Applications and Audio-Visual. Consideration will only be given to those who apply through the Court's online applicant tracking system and submit a cover letter and resume. To apply, please see “Notice to Applicants” listed below.**

### POSITION OVERVIEW

The U.S. District Court for the Northern District of Illinois is recruiting for the position of a Systems Supervisor - Applications and Audio-Visual. This is a supervisory position which provides leadership and supervision for the staff in the IT Department that work on applications and audio-visual support. This position provides services to the judges and staff of the District Court, Probation and Pretrial Services Offices and reports to the Director of IT. The incumbent also assists the Director of IT in the oversight of all electronic systems which include video conferencing and digital evidence presentation.

### POSITION DUTIES AND RESPONSIBILITIES

Core application responsibilities include:

- Supervises and participates in the installation of new or revised releases of software.
- Assists in A\V planning and policy making.
- Aids in the development and management of the A/V budget and spend plan.
- Acts as secondary liaison with Administrative Office, vendors, General Services Administration, counterparts in other courts, and others in the data processing community regarding A\V systems.
- Participates in specifying A\V equipment for each court unit, evaluates proposed equipment and configurations, and recommends equipment placement and utilization.
- Provides guidance and requirement specifications to court procurement officers for local procurement of hardware and software, supplies, repair and maintenance agreements, and contractual automation services.
- Works with other managers to develop appropriate in-service and outside training programs in the area of automation; assists in performing presentations and technical briefings for the management team.

Core Audio-Visual Duties include:

- Provides engineering analysis, recommendations, advice, specifications, project management, and coordination among all concerned parties on matters relating to the planning, design, acquisition, and installation/implementation of A/V, voice and data systems for courtrooms and conference rooms.

- Specifies, designs, builds, installs, and documents A/V and teleconferencing systems that support evidence presentation and communications in courtrooms and conference rooms.
- Integrates off-the-shelf components into complete A/V systems configured specifically for use in court proceedings.
- Upgrades systems to improve function and to stay compatible as related systems change over time.
- Provides technical support and user training for courtroom and meeting room A/V systems.
- Troubleshoots and repairs systems, debugging to the component level.
- Functions as a liaison between the Court and A/V, data and voice communications vendors and consultants.
- Supervises staff to include assigning and reviewing work, establishing standards, evaluating performance, and recommending personnel actions.
- Performs other duties as assigned.

### **JOB REQUIREMENTS AND QUALIFICATIONS**

Detailed working knowledge of the functions, processes, and methods of the court units in order to be able to advise on how to implement and maintain systems to automate tasks and projects is required. Experience in applicable programming languages and data communications methodologies are required. Skill in analyzing, evaluating, and determining automation needs; effectively communicating the findings of such studies; and planning and developing methods for meeting those needs is required. Candidates must have skill in advising non-automation personnel in automation techniques and processes. Candidates must demonstrate proven skills in problem solving, resource management and staff motivation. Must be able to communicate effectively both orally and in writing. Five years of experience with design and implementation of A/V systems including audio and video conferencing and experience programming control systems with touch-panel interfaces is preferred. The successful candidate must be able to balance the demands of varying workload responsibilities and deadlines. Travel to the Western Division and the Lisle Probation Office is required. Regular work during non-business hours and weekends is required as needed. Ability to pass a high-sensitive background screening is required. A bachelor's degree from an accredited four-year college or university in computer science, information systems, or related field is preferred, but not required. Prior management or supervisory experience is also preferred, but not required.

### **COMPENSATION**

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. Specialized Experience is progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships (b) the ability to exercise mature judgment, and (c) a knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved. The candidate must have at least one year of experience at or equivalent at the CL 27 level in order to be considered.

### **EMPLOYEE BENEFITS**

The United States District Court offers 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 APPLICANTS**

**Consideration will only be given to those who apply through the court's online applicant tracking system and provide a cover letter and resume by September 28, 2023. 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 The 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..