



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

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|------------------------------|-------------------------|--|----------------------|
| Date: | December 18, 2023 | Grade Range: | CL 25-01 to CL 27-61 |
| Job Announcement No.: | 2024-14 | Salary Range: | \$50,893 - \$100,119 |
| No. of Vacancies: | Three | Closing Date: | Open until filled. |
| Position Title: | Financial Specialist II | Applications received by January 2, 2024 will receive first consideration. | |

The United States District Court for the Northern District of Illinois is now accepting applications for three Financial Specialists II. 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.

Applicants who previously applied to the Financial Specialist II 2024-6 position will be considered and do not have to re-apply.

POSITION OVERVIEW

The United States District Court for the Northern District of Illinois is currently seeking applicants for three Financial Specialists II. This position provides a wide variety of support services for the financial operations of the Clerk's Office. This position is located in the Office of the Clerk of the Court in Chicago, Illinois and reports directly to the Financial Administrator.

POSITION DUTIES AND RESPONSIBILITIES

- Review Criminal Justice Act (CJA) vouchers for accuracy and completeness. Conduct procedural compliance audit of vouchers submitted for payment and compliance review of authorization requests including justifications when necessary. Instruct attorneys on CJA guidelines and system requirements.
- Prepare and review a variety of vouchers and orders for accuracy and adherence to judicial regulations related to various expenses incurred by the Court and Clerk's Office for appropriateness of payment.
- Interpret court orders and process the appropriate financial transactions.
- Create and maintain case ledgers in an automated database.
- Communicate professionally and effectively with judges, court staff, other judicial agencies, attorneys, and the public responding to questions and inquiries on financial matters dealing with the District Court.
- Verify daily checks and cash received by the Clerk's Office and deposit in appropriate account; perform bookkeeper functions.
- Maintain and analyze accounting records consisting of a cash receipts journal, registry fund, deposit fund, and subsidiary ledgers for allotments and other fiscal records.
- Prepare and analyze daily, monthly, quarterly, bi-annual, and annual financial statements for the Clerk's Office, Administrative Offices, and various outside agencies.

- Comply with guidelines, procedures, and policies established by the Administrative Office and the court units.
- Assist with the formulation, evaluation, and implementation of policies, procedures, and protocols related to financial operations.
- Perform other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

A successful candidate must have the ability to apply a body of rules and regulations to complete financial transactions. All data is maintained in an automated accounting system therefore knowledge of computer accounting software is required. Excellent customer service skills, verbal and written communication skills, ability to maintain confidentiality, and ability to work in a team setting are required. A bachelor's degree is required, preferably in accounting, finance, or business. The successful candidate must be able to display professional and positive demeanor and appearance appropriate for a court environment (business/office wear-professional). Familiarity with Microsoft Excel is preferred. Previous government finance experience is preferred. Previous experience with the federal courts' eVoucher and Cash Register programs is preferred. As a condition of employment, the selected candidate must successfully complete a background investigation with periodic updates every five years thereafter.

COMPENSATION

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. To qualify at CL 25, applicants must have one year of specialized experience equivalent to work at a CL 24. To qualify at CL 26, applicants must have one year of specialized experience equivalent to work at a CL 25. To qualify at CL 27, applicants must have one year of specialized experience equivalent to work at a CL 26.

Specialized experience is: Progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices, and principles of financial administration and/or accounting; and involved the routine use of automated financial and accounting systems or other computer-based systems and applications such as word processing, spreadsheets, or databases.

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
- Long-term care insurance
- 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, resume, and two professional references. Applicants who apply by January 2, 2024 will receive first consideration. 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 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.