



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:	December 4, 2017	Grade Range:	CL 22-01 to CL 22-61
Job Announcement No.:	2018-07	Salary Range:	\$28,964-\$47,078 (\$13.92 - \$22.63 hourly)
No. of Vacancies:	One	Closing Date:	December 18, 2017
Position Title:	Student Intern (Part-Time)		

The United States District Court, Northern District of Illinois is now accepting applications for a Student Intern. This is an excellent opportunity to develop your personal and professional skills while gaining exposure to the federal government and experiencing firsthand what it's like to work in a courthouse setting. Serious consideration will be given to those who submit a cover letter, resume and application.

***This is a temporary position with no benefits and will not exceed 89 days.**

POSITION OVERVIEW

The part-time (20 hours a week) student internship is located in the Clerk's Office of the United States District Court, Northern District of Illinois. The incumbent will provide a wide range of services in the court area of the Information Technology Department.

POSITION DUTIES AND RESPONSIBILITIES

The student will be assigned to provide administrative support to the following department of the Clerk's Office for the duration of the internship:

Systems Department

The duties performed will include but are not limited to: answering and logging calls received by the help desk, assisting staff with troubleshooting and resolving help desk inquiries, providing PC support and maintenance to include but not limited to cloning and swapping out PCs, assisting with the support of courtroom technology needs, lifting and moving boxes of up to 50 lbs. and performing other clerical duties as assigned.

QUALIFICATIONS

- Must have a high school diploma, be at least 18 years of age, be currently enrolled in an accredited undergraduate program, and a citizen of the United States
- Must commit to 20 hours per week, with a minimum of four hours in a day
- Possess basic computer skills, including proficiency in the Microsoft Office Suite of products
- Detail-oriented
- Knowledge of copy and scanner equipment
- Possess oral and written communication skills
- Customer service oriented

- Maintain adherence to court confidentiality requirements, Code of Conduct for judiciary employees and social media policy

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 22, applicants must have a high school diploma or equivalent, and working towards a college degree.

NOTICE TO APPLICANTS

Serious consideration will be given to those who provide a cover letter, resume, and application. The application can be found on the U.S. District Court, Northern District of Illinois website at: [ILND Employment Application](#).

Please send your cover letter, resume, and application in a single pdf to: human_resources_ilnd@ilnd.uscourts.gov or fax to: 312-554-8674. Application materials must be received by the Human Resources Department by Monday, December 18, 2017.

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

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. Applicants must be U.S. citizens or eligible to work in the United States.

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.