



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:	April 15, 2016	Grade Range:	CL 29-01 to CL 31-61
Job Announcement No.:	2016-18	Salary Range:	\$74,087-\$160,300
No. of Vacancies:	One	Closing Date:	May 2, 2016
Position Title:	Manager of Admin. Services		

To apply: Serious consideration will be given to those who apply via the U.S. District Court website at www.ilnd.uscourts.gov by providing a cover letter, resume, and application. Application materials must be received by the Human Resources Department by Monday, May 2, 2016. For further information, please see directions under "Notice to Applicants" listed below.

POSITION OVERVIEW

The United States District Court for the Northern District of Illinois is currently accepting applications for a Manager of Administrative Services. The Manager of Administrative Services reports directly to the Clerk of Court and performs professional and managerial work related to supervision and oversight, administrative services management and administrative services support. The Manager of Administrative Services primarily directs supervisors and ensures compliance with the Guide to Judiciary Policies and Procedures, Internal Controls, Internal Operating Procedures, local policies, Federal Rules of Civil and Criminal Procedures, Local Rules and other appropriate guidelines. The Manager of Administrative Services oversees a staff of approximately twenty Deputy Clerks in the following areas: financial services, human resources, budgeting, internal controls, training, procurement and space and facilities.

POSITION DUTIES AND RESPONSIBILITIES

- Reviews, analyzes, and interprets statutory, Judicial Conference, and Administrative Office requirements for the administration of services; promulgates policies, procedures, and guidelines to meet these requirements.
- Establishes and monitors productivity goals for the division. Meets with departmental managers and supervisors to review strategic plans, goals, and objectives for implementation. Establishes and adjusts long range schedules, priorities, and deadlines.
- Coordinates all actions pertaining to management studies and analyses; plans, designs and initiates studies; evaluates and analyzes research data; prepares comprehensive reports which include methodology, research, design, findings, and recommendations.
- Makes recommendations for technical automation needs for the court with the goal of resolving short and long term automation needs of support units.
- Oversees the budget for the Court.
- Disseminates information and encourages excellent public relations between the Court, the Administrative Office, public, Bar, media, federal agencies, and other parties.
- Establishes operation guidelines for new procedures and oversees the development of user-friendly procedural manuals.
- Analyzes and interprets directives and requirements to ensure compliance; makes recommendations.

- Acts as a consultant with justifications regarding personnel matters and issues such as staffing exceptions, new positions, and staffing appeals. Plans, designs and prepares communication to the staff.
- Promotes the court training program for employee development. Establishes and administers continuing in-service training programs to ensure high quality service delivery through staff development.
- Certified Disbursing Officer for the Northern District of Illinois.
- Certified Contracting Officer and Certifying Officer.
- Oversees the LEADS program for background checks, building access and keys.
- Works with accounting systems to review budgets, forecast spending patterns, conduct audits, review and/or approve transactions, and financial case management.
- Performs other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

The successful candidate will have well-rounded experience in a court environment with excellent written and verbal skills. Qualified candidates must have a minimum of six (6) years of experience in responsible administrative, professional or technical positions in which they have gained a thorough knowledge of court administration and operations. At least three of the six years of experience must have been in a position of substantial management responsibility, preferably in a court environment. The successful candidate should also be a highly organized team leader possessing tact, good judgment, poise, initiative and should maintain a professional appearance and demeanor at all times. The ability to meet the public, work harmoniously with others, and communicate effectively both orally and in writing is required. The successful candidate must be able to balance the demands of varying workload responsibilities and deadlines. Knowledge of Case Management/Electronic Case Filing [CM/ECF] database, the courts financial systems and certified as a contracting officer is preferred. Occasional travel required. College degree is preferred.

EMPLOYEE BENEFITS

Benefits information may be viewed at: <http://www.ilnd.uscourts.gov/Pages.aspx?page=benefits>

NOTICE TO APPLICANTS

Serious consideration will be given to those who apply via the U.S. District Court, Northern District of Illinois website by providing a cover letter, resume, and application. Job announcements and employment applications may be obtained by visiting our web site at:

<http://www.ilnd.uscourts.gov/Pages.aspx?page=jobpage>

Please send your cover letter, application, and resume in a single pdf to:

human_resources_ilnd@ilnd.uscourts.gov. Application materials must be received by the Human Resources Department by Monday, May 2, 2016.

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.