



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:	September 1, 2016	Grade Range:	JSP 08/01 to JSP 08/10
Job Announcement No.:	2016-25	Salary Range:	\$48,643-\$63,221
No. of Vacancies:	One	Closing Date:	September 15, 2016
Position Title:	Assistant to a Visually Impaired Law Clerk		

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. For further information, please see directions under "Notice to Applicants" listed below.

POSITION OVERVIEW

This full-time position is located at the U.S. District Court, Northern District of Illinois and works directly to a visually impaired law clerk. The incumbent must be able to read paper-format legal material and case-related items to a visually impaired law clerk and assist in the preparation of a variety of written materials.

POSITION DUTIES AND RESPONSIBILITIES

- Reads aloud to the law clerk everything or in summary from memoranda and general correspondence to briefs and other legal materials in connection with the law clerk's preparation for writing memorandum and other products as well as for preparation for attendance at oral arguments.
- Assists with visually-necessary aspects of use of computer software including judicial calendaring system, docket management software, Lotus Notes and real-time transcription software.
- Performs requested searches on Westlaw, reading results aloud.
- Saves requested material from Westlaw onto computer drive.
- Visually proofreads layout of written work product, including citation to the record, grammar, spelling, and formatting.
- Makes judges' revisions on orders.
- Assists with any handwritten proofreading marks written on hard copy by others. This may include entering the changes or verbalizing them.
- Runs "Daily Activity Report" from CM-ECF and reviews it with visually impaired law clerk.
- Retrieves and reads pending motion reports from CM/ECF.
- Locates variety of information on internet as requested.
- Locates and read aloud any information from office memos, reference books and legal books.
- Helps visually impaired law clerk locate reference books in the law library.
Writes notes to other court employees or judges as requested on memos, correspondence, or judges' drafts.
- Assists visually impaired law clerk during trial. This may include providing visual information on activities and individuals within the courtroom. This may require the use of instant messaging software as well as interaction with the real-time trial transcription software.

- Provides descriptions of visually-needed aspects of evidence submitted to the court such as photographs, tangible objects and maps.
- Assists visually impaired law clerk with other duties, such as sending faxes or making copies.
- Assists with other forms that must be handwritten.
- Operates printer, locate supplies, maintain organized office files.
- Performs other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

The incumbents must be able to comprehend a wide range of legal concepts, principles and practices and must have excellent reading and writing skills. Must have the ability to maintain confidentiality and to interact with a wide variety of people. To qualify for the position, a person must be a high school graduate or the equivalent. To qualify for the JSP 8 grade, a person must have 2 years of general experience and 3 years of specialized experience.

General Experience

Progressively responsible general clerical or administrative experience whereby employee provided a good knowledge of office clerical practices such as filing, telephone usage, and typing.

Specialized Experience

Progressively responsible experience that involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as in a law, insurance or real estate office).

Educational Substitutions

Education in a college, university or secretarial school of recognized standing may be substituted for a maximum of one year of the general experience on the basis of 30 semester (45 quarter) hours equals nine months of experience.

A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience. Preferably, such degree should have included courses in law, government, public or business administration or related fields.

Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience. Less than one full year of study will be credited on a pro-rata basis.

EMPLOYEE BENEFITS

Benefits information may be viewed at: <http://www.ilnd.uscourts.gov/Pages.aspx?8cOP2gjJNr65ki/CtmiFLw==>

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?zfbBBqIXnCMshfVZd7Psdg/8BBjEb22a>

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 Thursday, September 15, 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.

Assistant to Visually Impaired Law Clerk

2016-25

This is a high sensitive position; 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.