



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:	March 2, 2016	Grade Range:	CL 23-01 to CL 25-61
Job Announcement No.:	2016-15	Salary Range:	\$35,124 - \$69,839
No. of Vacancies:	One	Closing Date:	March 17, 2016
Position Title:	Courtroom Services Clerk		

To apply: Applicants must submit a cover letter, resume and application to the Human Resources Department by Thursday, March 17, 2016. For further information, please see directions under "Notice to Applicants" listed below.

POSITION OVERVIEW

This position is located in the office of the Clerk of Court and reports directly to the Judicial Support Manager. The Courtroom Services Clerk assists the Interpreters in coordinating requests for interpreter services, maintains records of interpreter services, and handles duties related to the payment of contract interpreters. The Courtroom Services Clerk assists with the Court Reporter Coordinator functions by coordinating services, maintaining records, and handling requests for transcripts when the Court Reporter Coordinator is absent.

POSITION DUTIES AND RESPONSIBILITIES

- Arranging with contract interpreters for assignments as directed by the Interpreters.
- Review invoices submitted by contract interpreters for proper completion.
- Providing Interpreters with information for preparation of statistical reports.
- Handling telephone calls associated with requests for interpreting services.
- Monitoring digital audio courtroom systems for sound quality to ensure interpreting equipment is working.
- Solicit bids for individual assignments and processing requests to exceed approval rates.
- Knowledge of FAS4T system. Prepares purchase orders and vouchers.
- Tracking of obligated balances for every interpreter over the course of the fiscal year.
- Preparation of a daily schedule of interpreter services.
- Act as the back up to the Court Reporter Coordinator as necessary.
- Serve as the Court's Access Coordinator.
- May assist with the payment of both petit and grand jurors as back up to the Jury Department.
- Performs other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

Applicants for this position must demonstrate an ability to work accurately and quickly in completing data input tasks. Also required is an ability to communicate effectively with a variety of people, including the deaf and/or hearing impaired, often under the pressure of deadlines. Strong customer service skills are required. Skill and accuracy in working with many projects simultaneously will be necessary, as are strong organizational skills.

Familiarity with Microsoft Word and other computer applications is desirable. The ability to follow directives on handling sensitive and confidential information is required. Knowledge of court structure and the roles of interpreters and court reporters is desirable.

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 23, applicants must have a high school diploma or equivalent and have two years of general experience which is in or closely related to the work of the position and demonstrates the knowledge, skill, and ability to successfully perform the duties of the position. To qualify at a CL 24, applicants must have one year of specialized experience equivalent to work at the CL 23 level. To qualify at a CL 25, applicants must have one year of specialized experience equivalent to work at the CL 24 level. **Specialized experience is:**

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

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?ovGPv5hNkHK6wjSsfLIOTQ==>

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, March 17, 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.