



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 28, 2017	Grade Range:	CL 23-01 to CL 24-61
Job Announcement No.:	2017-18	Salary Range:	\$35,872 - \$64,606
No. of Vacancies:	Up to Four	Closing Date:	May 12, 2017
Position Title:	Operations Clerk		

Looking to start a rewarding career with great benefits? If this sounds appealing to you, the Court is now accepting applications for up to four Operations Clerks. This is an excellent opportunity for an individual who is self-motivated with strong attention to detail. Serious consideration will be given to those who submit a cover letter, resume and application. To apply, please see "Notice to Applicants" listed below.

POSITION OVERVIEW

The United States District Court for the Northern District of Illinois is currently accepting applications for up to four Operations Clerks. This position is located in the office of the Clerk of the Court and reports directly to the Operations Supervisors.

POSITION DUTIES AND RESPONSIBILITIES

- Assist the public in person at the counter, by telephone and fax by answering case related inquiries in a customer friendly manner.
- Coordinate incoming documents and channel to proper destinations.
- Provide files or copies of documents upon request, scan documents, file paper documents, audit electronic filings and provide feedback to customers.
- Mail pickup and delivery, sorting and metering mail.
- Monitor access to court records to maintain and secure documents.
- Prepare documents for shipping to the Federal Records Center and coordinate retrieval of documents upon request.
- Interface with the public and other court employees in providing files or copies of court documents.
- Issue all civil processes, verify judgments, ensure all filings and motions conform to federal and local rules of practice.
- Verify that attorneys are admitted to practice before the court.
- Cashiering and collecting fees, receiving cash and checks for bonds, fines, etc. and daily balancing of monies collected, all while complying with internal controls.
- Assign new civil and criminal cases.
- Performs other duties assigned.

The incumbent should be skilled in using applicable automated systems and must be comfortable in counting large sums of money.

JOB REQUIREMENTS AND QUALIFICATIONS

Office skills such as record keeping, sorting, distributing mail, filing, photocopying, and typing of 25 wpm are desirable. The ability to lift boxes in excess of 40 pounds is a regular function of the position. Excellent customer service skills, verbal and written communication skills, maintaining confidentiality and working in a team setting are required. Previous cashiering experience is preferred, experience with personal computers and software applications such as Word, WordPerfect, Excel and Lotus Notes are required. A general knowledge of federal criminal and civil procedural rules is desirable. A general knowledge of the purpose and content of the documents filed in the court, ability to determine the sequence of their use, their content, and the rules of acceptability is desirable. The incumbent must be able to meet deadlines in an accurate and efficient manner, have strong customer service skills with the ability to provide clear and detailed oral and written instructions. Previous experience in banking, real estate and/or insurance fields may be substituted for legal experience and considered as specialized experience. Perform other duties as assigned. College degree and paralegal experience 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 a CL 23, applicants must have a high school diploma or equivalent and two years of general experience. To qualify at a CL 24, applicants must have one year of specialized experience equivalent to work at CL-23. Candidates must have one year of experience at the next lower classification 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

The United States District Court offers a generous benefits package to full-time, permanent employees, which includes:

10 Paid Federal Holidays

13 Days Paid Vacation (per year for the first three years)

20 Days Paid Vacation (after three years)

26 Days Paid Vacation (after fifteen years)

13 Days Paid Sick Leave

Medical, Dental, Vision Coverage

Life Insurance

(Benefits continued on the next page)

Thrift Savings Plan with matching funds (401k & Roth 401k style)

Participation in Federal Employees Retirement System (FERS-FRAE)

Health, Dependent, & Parking Reimbursement Programs

Public Transit Subsidy Program

Long-Term Care Insurance

Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees.

Access to an Infant Care and Toddler Care Center (onsite and near the building), and a Fitness Center (onsite) at a subsidized rate.

A Public Service Loan Forgiveness Program is available to certain full-time employees with qualifying student loans.

Further details regarding Federal benefits may be viewed at: [ILND Benefits](#)

NOTICE TO APPLICANT

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 Friday, May 12, 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.