



# 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

<b>Date:</b>	September 20, 2016	<b>Grade Range:</b>	CL 22-01 to CL 22-61
<b>Job Announcement No.:</b>	2016-27	<b>Salary Range:</b>	\$28,347 - \$46,109
<b>No. of Vacancies:</b>	One	<b>Closing Date:</b>	October 4, 2016
<b>Position Title:</b>	Scanning Clerk		

**To apply: Applicants must submit a cover letter, resume, and application to the Human Resources Department by Tuesday, October 4, 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 Scanning Clerk. This full-time position is located in the office of the Clerk of the Court and reports directly to the Operations Supervisors.

### POSITION DUTIES AND RESPONSIBILITIES

- Coordinate incoming documents and channel to proper destinations.
- Scan and enter documents into Case Management System.
- Assist with auditing electronic filings.
- Provide files or copies of documents upon request.
- Assist the public in person at the counter, via telephone, email, or fax, by answering case related inquiries in a customer friendly manner.
- 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.
- Perform other duties assigned.

### JOB REQUIREMENTS AND QUALIFICATIONS

General knowledge of business filing systems is required. Office skills such as filing, record keeping and photocopying are required. The incumbent should have experience with personal computers, and be skilled in using applicable automated systems and software applications such as Word, WordPerfect, Excel, and Lotus Notes. The ability to lift boxes in excess of 40 pounds is a regular function of the position. Strong customer service skills, including the ability to provide clear and detailed oral and written instructions, are required. The incumbent must be able to work in a team setting, and meet deadlines in an accurate and efficient manner. The successful candidate must have strong clerical and organizational skills, with the ability to manage priorities in a manner that maximizes productivity while maintaining confidentiality. The successful candidate must be self-motivated and be able to work independently with minimal supervision.

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. Typing of 25 wpm is desired.

**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 have one year of general experience. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Education above the high school level may be substituted for general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

**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?ovGPv5hNkHK6wjSsfLIOTQ==>**

**Please send your cover letter, application, and resume to: [human\\_resources\\_ilnd@ilnd.uscourts.gov](mailto:human_resources_ilnd@ilnd.uscourts.gov) or fax to: 312-554-8674. Application materials must be received by the Human Resources Department by Tuesday, October 4, 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.**