



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 16, 2017	Grade Range:	CL 22-01 to CL 22-61
Job Announcement No.:	2017-16	Salary Range:	\$28,964-\$47,078 (\$13.92 - \$22.63 hourly)
No. of Vacancies:	One	Closing Date:	March 30, 2017
Position Title:	Student Intern (Part-Time)		

Looking for an opportunity to gain federal experience and develop your professional skills? If this sounds appealing to you, the Court is now accepting applications for a Student Intern. 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.

***This is a temporary position with no benefits and will not exceed 89 days.**

POSITION OVERVIEW

The part-time (20 hours a week) student internship is located in the Clerk's Office of the United States District Court, Northern District of Illinois. The incumbent will provide a wide range of services and will be assigned special projects by the Clerk of Court.

POSITION DUTIES AND RESPONSIBILITIES

Duties will be assigned by the Clerk of Court and include research assignments and special projects.

JOB REQUIREMENTS AND QUALIFICATIONS

- Candidate must be enrolled in law school.
- A successful candidate must have skills in analysis, research, and writing.
- Advanced computer skills.
- Detail oriented.
- Customer service oriented.

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 a college degree.

NOTICE TO APPLICANTS

Candidates must 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 requisite 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 30, 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.

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.