



# 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](http://www.ilnd.uscourts.gov)

## NOTICE OF POSITION VACANCY

<b>Date:</b>	June 17, 2022	<b>Grade Range:</b>	CL 29-01 to CL 30-61
<b>Job Announcement No.:</b>	2022-40	<b>Salary Range:</b>	\$83,926 - \$161,182
<b>No. of Vacancies:</b>	One	<b>Closing Date:</b>	Open until filled.
<b>Position Title:</b>	Architect/Project Manager (Anticipated 5-year appointment based on budget, funding and project status)	Applications received by July 1, 2022, will receive first consideration.	

**The United States District Court for the Northern District of Illinois is now accepting applications for an Architect/Project Manager. Consideration will only be given to those who apply through the Court's online applicant tracking system and submit a cover letter, resume and two professional references. To apply, please see the "Notice to Applicants" section listed below.**

### POSITION OVERVIEW

This temporary position is located within the United States District Court for the Northern District of Illinois Clerk's Office in Chicago, Illinois and reports directly to the Clerk of Court. The Architect/Project Manager oversees construction and demolition projects affecting the courthouse and its space. Responsibilities include, but are not limited to, project management, design, development, oversight, and coordination. Duties may require working during non-business hours.

### POSITION DUTIES AND RESPONSIBILITIES

- Oversee for the judiciary, the project authorized by the Consolidated Appropriations Act, 2022, signed into law March 15, 2022. Work includes the process to comply with obligations under the National Environmental Policy Act (NEPA) and Section 106 of the National Historic Preservation Act (NHPA).
- Monitor the design and renovation process, to include review of drawings, specifications, schedules, cost estimates, and other documents to ensure compliance with general project integrity, conformity, and quality. Ensure that judiciary requirements are met by the General Services Administration (GSA) and its contractors in accordance with the U.S. Courts Design Guide, United States Marshal Service Publication 64 and GSA's P100, and Pricing Desk Guide.
- Provide technical advice and recommendations to judges and the Clerk of Court to assist in defining court design, construction, demolition, or renovation needs.
- Direct and assume responsibility for all phases of the project, including all design and construction aspects through project close-out stages.
- Provide day-to-day project management expertise including long-term plans and goals.
- Participate in and coordinate construction meetings with all concerned parties to review progress, discuss problems, and develop solutions. Ensure all concerned parties are advised of requirements, changes, problems, and provide potential solutions.
- Prepare and present periodic reports on project status and/or funding requirements to judicial officers and unit executives. Maintain project log of Court actions, desires, and preferences related to the project.

- Utilize software developed for computer assisted drawing and similar computer design technology to develop layouts, plans, blueprints, and designs.
- Serve as liaison for the Court with GSA, other governmental agencies, third party architectural/engineering firms and outside vendors. Ensure the completeness and timeliness of project delivery.
- Review schedules provided by GSA and contractors to insure there are no delays which impact project phases or changes that alter operational characteristics of the project.
- Coordinate project security issues with the U.S. Marshals Service as they relate to Court space.
- Perform other related duties, as assigned or required.

**JOB REQUIREMENTS AND QUALIFICATIONS**

Applicants for this position must have a bachelor's degree from an accredited college/university in architecture, engineering, industrial design, or a related field. Applicants must also have at least four years of specialized experience in construction or space and facility oversight involving major project development, space coordination and design. Prior experience must include direct project management, oversight, scheduling, coordination, and problem solving all aspects of new building construction and/or demolition. Candidates must be able to analyze architectural drawings and designs, interpret their content and provide accurate, concise briefings and recommendations to the Chief Judge, Clerk of Court and other Court staff. Candidates must be self-directed, highly organized with superior analytical skills, well developed in organizational and time management skills. Candidates must also possess excellent communication skills, including the ability to present complicated, technical matters to individuals and groups with varying technical knowledge. Candidates must be able to interact effectively with others, provide excellent customer service and be able to resolve difficulties with complying with rules and regulations. As a condition of employment, the selected candidate must successfully complete a background investigation.

Prior experience working on federal projects, or projects involving National Environmental Policy Act, National Historic Preservation Act as well as Chicago and Illinois Historic Preservation processes is preferred.

**COMPENSATION**

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. To qualify at the CL 29 level, applicants must have two years of specialized experience, including at least one year equivalent to work at the CL 28 level. To qualify at the CL 30 level, applicants must have two years of specialized experience, including at least one year equivalent to work at the CL 29 level. Specialized experience is progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

**EMPLOYEE BENEFITS**

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

- 11 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
- Paid Parental Leave
- Medical, Dental, Vision Coverage

- Life Insurance
- 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.
- The Federal Financial Management Reform Act requires direct deposit of federal wages

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

### **NOTICE TO APPLICANTS**

**Consideration will only be given to those who apply through the Court's online applicant tracking system and provide a cover letter, resume and two professional references. Applications received by July 1, 2022 will receive first consideration. This position is open until filled. To view openings and to apply, visit our applicant tracking system at: [ILND Jobs](#)**

**Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews will be communicated to only through email and must travel at their own expense and relocation expenses will not be reimbursed. Applicants will be screened to determine their experience and qualifications.**

All new employees must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, prior to the starting with the Clerk's Office, present proof of vaccination or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition. 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.

Diversity is important to the Judiciary. It is an essential component of services that the Judiciary is charged with providing to maintain justice, equality, fairness, respect, and dignity in society. To fulfill its duties, the Judiciary must include all members of society—not just regardless, but also inclusive of race, gender, disability, and the many other variables that make up the citizens of our nation. The Judiciary has a duty to promote a fair, just, and sustainable model of inclusive democracy and social justice that surpasses any governmental entity in the history of this nation or of any other nation.

To be eligible for employment, applicants must meet one of the following requirements:

- (1) U.S. citizen;
- (2) Person who owes allegiance to the U.S. (i.e., nationals of American Samoa, Swains Island, and the Northern Mariana Islands);
- (3) Person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or

- (4) Lawful permanent resident (i.e., green card holder) who is seeking citizenship. A lawful permanent resident "seeking citizenship":
- (a) May not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen);
  - (b) Must apply for citizenship within six months of becoming eligible; and
  - (c) Must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

**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.**

### **INFORMATION ABOUT THE NORTHERN DISTRICT OF ILLINOIS**

The Northern District of Illinois is home to the five largest cities in Illinois: Chicago, Aurora, Rockford, Joliet, and Naperville. Also known as “The Windy City,” Chicago is the third most populous city in the U.S. with over 2.7 million inhabitants and nearly 10 million people living in the Chicago metropolitan area. With Lake Michigan as its eastern border, Chicago covers more than 237 square miles.

Chicago is home to numerous museums and cultural institutions including Art Institute of Chicago, Field Museum, Museum of Science and Industry, Shedd Aquarium, and Adler Planetarium. A center of art and culture, Chicago has over 200 theaters, nearly 200 art galleries, and more than 7,300 restaurants.

Known for its magnificent skyline, Chicago is home to buildings designed by some of the world’s most renowned architects including Daniel Burnham, Louis Sullivan, Frank Lloyd Wright, and Mies van der Rohe, who designed the Dirksen Courthouse.

Major Chicago universities include University of Chicago, Northwestern University, Loyola University, University of Illinois Chicago, DePaul University and Illinois Institute of Technology. Professional Chicago sports teams include the Bulls (NBA), Sky (WNBA), Bears (NFL), Cubs (MLB), White Sox (MLB), Fire (MLS), Chicago Blackhawks (NHL), and Red Stars (NWSL). Chicago is a major world finance center. The Federal Reserve Bank of Chicago, the Chicago Stock Exchange, the Chicago Board Options Exchange, and the Chicago Mercantile Exchange are within blocks of the Courthouse. The Northern District of Illinois is home to three international airports including O’Hare International Airport, among the busiest airports in the world.