



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 CONTRACT POSITION VACANCY

Date:	January 4, 2022	Salary Range:	\$20 Per Hour
No. of Vacancies:	Five	Closing Date:	Open Until Filled
Position Title:	Temporary COVID Test Administrator		

These positions are being offered as contract positions. The incumbents selected for these positions are not federal employees and are not eligible for federal benefits. Consideration will only be given to those who apply through the Court's online applicant tracking system, submit a cover letter, resume and two professional references. To apply, please see "Notice to Applicants" listed below.

POSITION OVERVIEW

This position requires the incumbent to be on site Monday through Friday from 8:30am – 4:30pm to administer COVID tests to the community, including the Bench and Bar.

POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities will vary in progression dependent upon the selected candidate's current knowledge, skills, and abilities. The duties may include any or all of the following:

- Complete certification coursework required to administer tests in the COVID testing room.
- Perform all duties associated with the proper administration of COVID tests.
- Follow the safety protocols associated with test administration.

JOB REQUIREMENTS AND QUALIFICATIONS

The successful applicant must have excellent verbal and written communication skills and the ability to multitask. The incumbent must have basic computer skills and the ability to use a web-based scheduling software. The successful candidate must be able to handle confidential matters professionally. The successful candidate must be able to display a professional and positive demeanor and an appearance appropriate for a professional environment (business/office wear-professional). A successful applicant must have the ability to work as part of a team and function independently with minimal direction as the situation requires.

NOTICE TO APPLICANT

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. To view openings and apply, visit our applicant tracking system at: [ILND Jobs](#)

The Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews will be communicated to through email and must travel at their own expense and relocation expenses will not be reimbursed.

Anyone interested in this contract position must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 prior to starting and present proof of vaccination.

Temporary COVID Test Administrator

Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation.

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.

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.