



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:	January 17, 2025	Grade Range:	JSP 16 – JSP 17
Job Announcement No.:	2025-21	Salary Range:	\$192,048 - \$207,500
No. of Vacancies:	Two	Closing Date:	January 31, 2025
Position Title:	Chief Deputy Clerk		

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

POSITION OVERVIEW

The United States District Court for the Northern District of Illinois is accepting applications for two executive level positions of Chief Deputy Clerk. This position is located in Chicago, Illinois, and reports to the Clerk of the Court. The Clerk's Office is comprised of approximately 200 employees and serves 23 District Judges, 11 Senior District Judges, and 14 Magistrate Judges. The Chief Deputy Clerk assists the Clerk of the Court with management of Clerk's Office operations and other administrative matters.

POSITION DUTIES AND RESPONSIBILITIES

As directed by the Clerk of Court, the Chief Deputy provides leadership and support in performing the statutory duties of the District Court Clerk's Office. The Chief Deputy collaborates with the Clerk of Court on matters impacting activities such as case and records management, courtroom support, jury administration, interpreting, statistical reporting, human resources, budget, finance, procurement, space and facilities, information technology, customer service, and training and development. The Chief Deputy conducts special projects and initiatives, as well as routine assignments. Duties include, but are not limited to:

- Assist with management and oversight for Clerk's Office operations and business needs of the Court.
- Assume duties of the Clerk in his absence or as delegated.
- Assist with creation, implementation, and modification of organizational policy, procedures, strategic plans, and local court rules. Interpret and apply the appropriate statutes, rules and operating procedures, including the Guide to Judiciary Policy and local internal policies and controls.
- Deliver and recommend staff development and training opportunities for the Clerk's Office.
- Interact with judges, court staff, the Administrative Office, Seventh Circuit, Federal Judicial Center, other federal courts, court units, the bar, government agencies, and the public to resolve complex issues of practice, protocol, and procedure.
- Serve as certifying officer for payroll and dispersal of funds including payments of appropriated funds and restitution, under the direction of the Clerk.
- Promotes and maintains the integrity of official records in the custody of the court.
- Monitors the preparation and management of the annual budget.

- Review submission of statistical reporting required to reflect the workload of the court.
- Directly manage assigned functional areas to meet ongoing, situational, and emergency needs.
- Provide performance management for direct reports, coordinate staff efforts, monitor and ensure compliance with project deadlines.
- Assist and advise during major projects, security concerns, and/or emergency operations.
- In conjunction with the Clerk and management team, establish and adjust long range goals, schedules, priorities, and deadlines.
- Prepare comprehensive memoranda, reports, and correspondence. Draft proposed administrative orders, procedures, and local rules.
- Help create and maintain an office environment of civility, mutual respect and professionalism throughout the District Clerk's Office.
- Perform other duties as assigned by the Clerk of Court.

MINIMUM QUALIFICATIONS

To qualify, candidates must have a bachelor's degree in a related field from an accredited university. Candidates must also have a minimum of 10 years of progressively responsible managerial experience, preferably working closely with the federal judiciary, that provided an opportunity to gain: 1) thorough knowledge of management practices and administrative processes; 2) skill in developing effective and respectful work relationships; 3) good judgment, temperament, integrity, trustworthiness, and strong character required of an officer of the judiciary; 4) skill in effective communications with a wide variety of people; and 5) the ability to coach, train, mentor and develop people individually and as high performance teams.

Strong interpersonal skills and outstanding problem solving/analytical skills are required. The successful candidate must willingly take initiative and skillfully manage change. A demonstrated ability to balance the demands of multiple constituencies while meeting deadlines is critical.

The successful candidate must be able to display professional and positive demeanor and appearance appropriate for a court environment (business/office wear-professional). As a condition of employment, the selected candidate must successfully complete a background investigation with periodic updates every five years thereafter. Occasional travel required.

PREFERRED QUALIFICATIONS

Completion of a postgraduate degree in judicial administration, public affairs, government, business, court administration or law is preferred. A minimum of 10 years' experience (resulting in strong subject matter expertise) in court/legal administration including: operations, information technology, human resources, or administrative services is also preferred. A working knowledge of Microsoft 365, CM/ECF, JIFMS, and the Federal Rules of Civil and Criminal Procedure is preferred.

EMPLOYEE BENEFITS

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

- Paid leave time for federal holidays, vacation, sick, and Parental Leave
- Medical, dental, vision insurance
- Access to an infant and toddler care near the Courthouse.
- The Public Service Loan Forgiveness Program is available to full-time employees with qualifying student loans

- Life insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System
- Health, dependent care, and parking reimbursement programs
- Public Transit Subsidy Program
- Onsite employee gym
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services

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 by January 31, 2025. 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.

This is a high-sensitive position within the Judiciary. The United States District Court requires employees to follow the Code of Conduct for Judicial Employees. Reference checks with current and former employers will be conducted. Only qualified applicants will be considered for this position. A preliminary background investigation with law enforcement agencies, including fingerprint and criminal record check will be conducted as a condition of employment. Employment is provisional pending the successful completion of a ten-year, full field OPM background investigation, and favorable suitability determination. Investigative updates will be additionally required every five years. Unsatisfactory results may result in termination of employment. 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.

The United States District Court is an Equal Opportunity Employer.

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 nearly 2.7 million inhabitants and approximately 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.