



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:	June 17, 2022	Grade Range:	CL 26-01 to CL 28-61
Job Announcement No.:	2022-41	Salary Range:	\$53,574 to \$114,736
No. of Vacancies:	One	Closing Date:	July 15, 2022
Position Title:	Internal Controls Analyst	Applications received by July 1, 2022 will receive first consideration.	

The United States District Court, Northern District of Illinois, is now accepting applications for an Internal Controls Analyst. 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 "Notice to Applicants" listed below.

POSITION OVERVIEW

This position is located in the office of the Clerk of Court and reports directly to the Manager of Administrative Services. The Internal Controls Analyst advises on administrative rules and their applications to ensure the highest standards of stewardship and compliance with judiciary and court policies as well as applicable laws.

POSITION DUTIES AND RESPONSIBILITIES

- Develops and carries out a comprehensive internal control program. Initiates, maintains, monitors and revises policies and procedures for the general operation of a program to ensure compliance with internal policies and procedures, as well as with external requirements imposed by law, Judicial Conference policy, and other policies and regulations.
- Establishes standards for maintaining consistency in the application of administrative policies and procedures.
- Conducts pre- or post- transactional audits, inspections, and evaluations.
- Conducts annual internal control audit of Clerk's Office functions, including data gathering and research from staff and court systems, analyzing and reviewing data, and preparing a timely and accurate audit report in compliance with the Guide to Judiciary Policy and the locally developed internal controls manual. Monitors responses to memos and implementation of corrective actions approved by the Clerk of Court.
- Reviews the proposed operational program changes which may affect compliance and provides comments as to whether the requested changes comply with pertinent regulations and policies.
- Identifies trends, monitors and reports the results of compliance/stewardship efforts to the Manager of Administrative Services on a regular basis.
- Acts on behalf of the Clerk of Court as a court authority on administrative requirements and serves as the primary channel of communication to receive and discuss compliance issues with Clerk of Court and Manager of Administrative Services to determine methods of investigation and resolution.
- Advises on the integrity and effectiveness of internal controls; compliance with applicable statutes, regulations, court and judiciary policies; and stewardship.
- Serves as administrator to the Internal Control Evaluation (ICE) system to protect the sensitive financial data processed in the system. Responsible for the overall execution of the management controls of the

financial system and ensures compliance with all the latest policies, bulletins, procedures, and guidelines pertaining to internal controls and system security.

- Assists with other projects as required and assigned by the Manager of Administrative Services.
- Conducts training on internal controls and compliance issues.
- Performs other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

A bachelor's degree from an accredited educational institution is required. Applicants must have knowledge of internal control policies, concepts and procedures. The ability to develop and write guidance and some training programs based on established policy is required. The ability to communicate orally and in writing with tact and clarity is required. Candidates must demonstrate high ethical standards and display good judgment and utilize critical thinking skills for identifying and resolving administrative issues. Advanced computer skills are required. Familiarity with Microsoft Office suite of product is required. The selected candidate will be subject to a FBI fingerprint check as a condition of employment, and may be subject to periodic updates.

Preferred Qualifications:

Previous work experience in the compliance area. A bachelor's degree in accounting, finance or business is preferred. Knowledge of federal court operations is preferred. Skill in developing compliance programs, policies and procedures is preferred. Skill in conducting quality reviews, interpreting laws, regulations, judiciary policies and determining their effects on the administrative operations is preferred. Familiarity with the Court's applications (e.g. JIFMS, JIFMS ICE, JMS and Cash Register). An understanding of Vol. 11 to the *Guide to Judiciary Policy*.

COMPENSATION

To qualify at the CL 26 level, applicants must have at least two years of specialized experience, including at least one year equivalent to work at the CL 25 level. To qualify at the CL 27, applicants must have two years of specialized experience, including at least one year equivalent to work at the CL 25 level. To qualify at the CL 28, applicants must have two years of specialized experience, including at least on year equivalent to the work at a CL 27.

To qualify at a CL 27, applicants must have two years of specialized experience, including at least one year equivalent to work at the CL-25 or completion of the requirements for a bachelor's degree from an accredited college or university and if one of the following superior academic achievement requirements are met:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies;
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law or, other field closely related to the subject matter of the position.

To qualify for a CL 28, applicants must have two years of specialized experience, including at least one year equivalent to work at the CL 27 or a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law or other field closely related to the subject matter of the position.

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).
- 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 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 business references by July 15, 2022. Applicants who apply by July 1, 2022 will receive first consideration. 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. The United States District Court is an Equal Opportunity Employer.

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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.

In order 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.