



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: December 4, 2023
Job Announcement No.: 2024-09
No. of Vacancies: Two
Position Title: Jury Assistant

Grade Range: CL 23-1 to CL 23-61
Salary Range: \$41,618 - \$67,628
Closing Date: December 18, 2023

The United States District Court, Northern District of Illinois, is now accepting applications for two Jury Assistants. 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 within the Jury Department in Chicago, Illinois, and reports to the Jury Data Quality Analyst. The Jury Assistant performs administrative and customer service work to assist and prepare qualified jurors for jury selection, in accordance with approved internal controls, procedures, and rules. This position ensures efficient and fair operations related to the selection, qualification, summoning, orientation, management, and payment of jurors for petit and grand juries.

POSITION DUTIES AND RESPONSIBILITIES

- Perform duties relating to the preparation and mailing of juror qualification materials.
- Assist in the receipt, processing, and sorting of qualification questionnaires.
- File, sort, and process juror qualification summonses, and process incoming jury mail.
- Assist with the coordination of jury panels for judges on empanelment day, including monitoring and recording juror attendance, and assisting with juror orientations.
- Prepare and mail summons notices and forms and prepare attendance certificates on behalf of jurors.
- Process returned summons (including data entry and preparing excusal letters).
- Operate the Court's Jury Management System (JMS) and e-juror component of JMS and other automated systems.
- Answer a high volume of telephone calls and emails from prospective jurors seeking guidance about their service to the Court.
- Greet jurors and welcome them to the Court.
- Assist potential jurors with the check in process, daily parking validation and answer questions.
- Assist with completing follow-up procedures to prospective jurors with incomplete questionnaires, and persons failing to return their questionnaires.
- Perform other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

Qualified applicants must have customer service experience involving significant public contact and personal interaction, experience managing a heavy call volume, and the ability to speak publicly in front of a large group. The incumbent must also possess the ability to provide assistance and support to higher-level positions and experience inputting and extracting information from database applications. Additionally, the successful applicant must have the ability to exercise sound judgment, follow administrative directives and other policies, and work independently and as part of a team depending on what the situation requires.

A high school diploma or equivalent is required. A Bachelor's degree is preferred. Experience inputting and extracting information from database applications is also preferred. Preference will be given to applicants with prior court experience.

COMPENSATION

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. To qualify at CL23, the candidate must have a high school diploma and a minimum of two years of general experience.

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
- Long-term care insurance
- 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 December 18, 2023. 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.

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.

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.