



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	Grade Range:	CL 25-01 to CL 26-61
Job Announcement No.:	2024-7	Salary Range:	\$50,893 - \$91,100
No. of Vacancies:	One	Closing Date:	December 18, 2023
Position Title:	Jury Data Quality Analyst		

The United States District Court for the Northern District of Illinois is now accepting applications for one Jury Data Quality Analyst. 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

In this role as a Jury Data Quality Analyst, you'll be a vital member of our IT team reporting to the Web Application-Systems Supervisor. This position oversees two Jury Assistants. The Jury Data Quality Analyst is responsible for the comprehensive management of our Juror Management System. The duties span managing jury data, including the handling of multiple imports/exports from data sources, creating and executing precise SQL database queries, and managing the equipment necessary to perform large mailings. A key part of this role involves managing and maintaining a mailing stuffing machine, large copier, and utilizing your expertise to oversee the bulk mailing process. Additionally, you will generate specialized reports, update and extract data using SQL, and maintain high standards of data integrity, security, and mandatory record keeping pursuant to the Jury Plan.

POSITION DUTIES AND RESPONSIBILITIES

- Oversee all aspects of the Juror Management System, ensuring data management and integrity.
- Perform mandatory record keeping.
- Develop and perform SQL database queries, with a focus on the Informix SQL environment.
- Efficiently manage and document database record updates. Manage records against databases, including death suppression and the national change of address.
- Handle a mail folder, sealer, stuffing machine, and all aspects of the bulk mailing process.
- Create custom reports to meet the needs of the Clerk's Office.
- Collaborate with IT and court staff to optimize system functionality and address technical issues.
- Be familiar with Office Suite applications, including Word, Excel, PowerPoint, and Teams, for various administrative tasks.
- Proficient in hardware and software installation, configuration, and troubleshooting.
- Able to maintain network-based copier/printer.
- Communicate with IT and Jury Staff members concerning upcoming mailing and special projects.

JOB REQUIREMENTS AND QUALIFICATIONS

The successful candidate must be knowledgeable in managing and documenting database updates. Excellent verbal and written communication skills with the ability to multitask and meet deadlines, strong problem-solving skills, and attention to detail is required. The successful candidate must be able to display a professional and positive demeanor and appearance appropriate for a court environment (business/office wear-professional). The successful candidate must have demonstrated experience in basic SQL queries and must be proficient with Microsoft Office Suite applications including Word, Excel, PowerPoint, and Teams. Familiarity with bulk mailing processes and equipment, and experience in hardware and software installation, configuration, and troubleshooting is preferred. A high school diploma is required. As a condition of employment, the selected candidate must successfully complete a background investigation with periodic updates every five years thereafter.

Preferred Qualifications:

Completion of a bachelor's degree from an accredited college or university in a field of academic study closely related to the position, such as Computer Science, or prior relevant work experience in a similar role is strongly 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 CL 25, applicants must have one year of specialized experience equivalent to work at a CL 24. To qualify at CL 26, applicants must have one year of specialized experience equivalent to work at a CL 25.

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.

All new employees must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, prior to 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.

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.