



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 22, 2022
Job Announcement No.: 2022-42
No. of Vacancies: One
Position Title: Operations Specialist

Grade Range: CL 24-01 to CL 27-61
Salary Range: \$39,621 - \$86,084
Closing Date: July 6, 2022

The United States District Court for the Northern District of Illinois is now accepting applications for an Operations Specialist. 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 the "Notice to Applicants" section listed below.

POSITION OVERVIEW

The U.S. District Court has a vacancy for an Operations Specialist for the Western Division, located in Rockford, Illinois. This position is assigned to District Judge Philip G. Reinhard to provide support and will act as a courtroom deputy by attending court proceedings, recording pertinent results for minutes, and managing case documents.

POSITION DUTIES AND RESPONSIBILITIES

- Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, managing exhibits and taking notes of proceedings, rulings, and preparing minute entries.
- Maintains the control of cases assigned to the judge.
- Maintains record of the cases assigned to the judge as they are filed and examines all papers filed in an action assigned to the judge to determine whether they conform to the rules of practice.
- Calendars and regulates the movement of cases by fixing (or by resetting when necessary) dates and times for hearings on motions, pretrial hearings, and trials, notifying counsel accordingly, and follows the cases through until conclusion.
- Performs courtroom functions required by the judicial officer, ensuring such documents as are needed and are available in Court, attending court sessions and conferences.
- Confers with attorneys acting as liaison between the judge and counsel.
- Acts as a source of information to attorneys on the special procedures of the judge, answers procedural questions, and assists with compliance. Maintains contact with attorneys regarding the status of cases.
- Processes criminal and civil legal documents, making summary entries of pleadings, petitions, motions, complaints, orders, and proceedings on the docket.
- Prepares and transmits to appropriate parties such items as notices, judgments and orders, answering inquiries about the status of cases and providing electronic filing assistance.
- Assists the public at the Clerk's Office counter by answering case related inquiries in a customer friendly manner, issuing all civil processes, and verifying judgments.

- Verifies that attorneys are admitted to practice before the court, provides files or copies of documents upon request, filing new civil cases.
- Receives cash/checks for bonds, fines, and daily balancing of monies collected, deposits funds collected pursuant to policy and procedure.
- Works in mailroom picking up, sorting, delivering and metering mail.
- Audits categories deemed critical to the Court mission.
- Processes requests for certified copies, assigns case numbers and judges, indictments, prisoner correspondence, responds to attorney certificate requests, scans documents to be placed on the record, and docket documents on the record.
- Performs other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

The incumbent must have strong customer service skills with the ability to provide clear and detailed oral and written instructions, strong organizational skills, good knowledge of proper grammar usage, the ability to edit efficiently, and demonstrate a professional and positive demeanor and appearance appropriate for a court environment (business/office wear-professional). A general knowledge and understanding of the rules and procedures of courtroom operations, legal terminology, and how other processes of the Clerk's Office relates to the work. Skills in communicating with judges, attorneys, and the general public, and in managing courtroom logistics. Ability to take notes and summarize material for minute entries/judgments in a distracting setting. Strong organizational skills and the ability to prioritize work is important. Knowledge of and skill in the use of applicable automated systems. The position requires one to three years of specialized experience in court operations, courtroom deputy training, or related experience is desirable. Candidates must have one year of experience at the next lower classification level. The selected candidate will be subject to a FBI fingerprint check as a condition of employment and may be subject to periodic updates. A college degree is 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 a CL 24, applicants must have one year of specialized experience equivalent to work at the CL 23. To qualify at a CL 25, applicants must have one year of specialized experience equivalent to work at the CL 24. To qualify at a CL 26, applicants must have one year specialized experience equivalent to work at CL 25.

Specialized experience is:

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

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), and a Fitness Center (onsite) at a subsidized rate
- 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 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 July 6, 2022. 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.

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.