



# 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

<b>Date:</b>	February 27, 2024	<b>Grade Range:</b>	CL 26-01 - CL 26-61
<b>Job Announcement No.:</b>	2024-30	<b>Salary Range:</b>	\$58,977 - \$95,830
<b>No. of Vacancies:</b>	One	<b>Closing Date:</b>	March 12, 2024
<b>Position Title:</b>	Operations Training Specialist		

**The United States District Court, Northern District of Illinois, is now accepting applications for one Operations Training 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 "Notice to Applicants" listed below.**

### POSITION OVERVIEW

The United States District Court for the Northern District of Illinois is currently seeking applicants for one Operations Training Specialist. The Operations Training Specialist is charged with training the Operations Department workforce. The Operations Training Specialist will create and maintain training materials and assessment tools to be used in training and to develop modular training to allow self-directed learning. The Operations Training Specialist will lead in-person training and update all training materials as processes change. The successful candidates will work in a team environment providing support to the staff of the U.S. District Court under direction of the Operations Supervisors.

### POSITION DUTIES AND RESPONSIBILITIES

Core responsibilities include:

- Design and create training materials, and present materials to trainees on civil, criminal, and appellate docketing procedures and processes for both sealed and unsealed material. Modify these materials and retrain when processes change. Maintain materials in local Knowledge Base site. Design, create, and administer assessment tools to test the knowledge of the trainees and verify acceptable competency levels.
- Design and create training materials, and present materials to trainees on all processes in the department occurring prior to docketing including, but not limited to: cashiering, processing indictments, case assignment, mailroom responsibilities, reconciling/depositing, certified copy requests, and prisoner correspondence. Modify these materials and retrain when processes change. Maintain materials in local Knowledge Base site. Design, create, and administer assessment tools to test the knowledge of the trainees and verify acceptable competency levels.
- Learn the requirements and procedures to correctly record the court's work in the Administrative Office's reporting system. Assist in the completion of monthly case opening and closing reports and pending motions reports.
- Learn dictionary and other programs (ADI, Automated Collection Register, etc.) to create improvements and shortcuts in processing material and creating the court record. Maintain and update dictionary events and remove obsolete events as changes occur. Work closely with case management staff and

information technology staff in recommending and implementing new case management functionality.  
Test new case management system releases.

- Assist in responding to questions about ECF for other court units.
- Scan and audit sealed material as it comes in and previously received material to convert the paper files into electronic files.
- Perform 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, and the ability to edit efficiently. 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. Thorough knowledge of the CM/ECF application, report development, and design. While a candidate with a bachelor's degree is preferred, all candidates are required to have an associate degree. Some travel may be required. 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.

### **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 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:

- 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 business references by March 12, 2024. 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.

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.