



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: January 21, 2026 **Grade Range:** CL 30-01 to CL 30-61
Job Announcement No.: 2026-13 **Salary Range:** \$112,464 to \$182,814 (if full time)
No. of Vacancies: One Part-time Position **(\$54.06 - \$87.89 hourly)**
Position Title: Public Information Officer **Closing Date:** February 4, 2026

The United States District Court for the Northern District of Illinois is now accepting applications for a Public Information Officer. Consideration is only 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

The United States District Court for the Northern District of Illinois is currently accepting applications for a part-time Public Information Officer. This position is located within the Clerk's Office and reports directly to the Clerk of Court and regularly consults with the Chief Judge. The Public Information Officer works approximately 40 hours every two weeks.

POSITION DUTIES AND RESPONSIBILITIES

- Responsible for a broad range of media endeavors, community outreach programs, and innovative programs.
- Increases the understanding of the federal court's presence to the media, to educational institutions, with the community, and with the Administrative Office of the United States Courts.
- Prepares press releases made available to the public regarding court events, news, or case statuses.
- Manages all social media avenues in which court activities are publicized.
- Arranges for open house events, publications, articles, and arranges meetings with key media executives, editors, and columnists to stimulate favorable media coverage.
- Makes arrangements for court tours by special interest groups.
- Provides leadership to court activities such as media press days, open house events, and juror education programs.
- Creates a variety of informational brochures, publications, court newsletters, court press releases, and videos.
- Maintains and updates the content on the Court's website and electronic signage.
- Informs the Court of strategies for public relations events and customer service programs.
- Provides assistance to other court units as necessary.
- Performs other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

Exceptional writing and speaking skills are required. Thorough knowledge of public relations, media communications, and/or government public affairs. Excellent organizational and communication skills for coordinating conferences and group meetings. Ability to conduct research of all available resources and convey material through written communications. Ability to be politically savvy and deliver a polished performance under difficult public affair situations. Ability to create a positive communications foundation between the court, media, and public. Legal training, knowledge of court procedures and demonstrated social media skills are excellent credentials for this newly created position, but not required.

COMPENSATION

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. A minimum of two years of progressively responsible specialized experience, including at least one year equivalent to work at the CL-29 level is required.

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 provide two professional references by February 4, 2026. 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.

The United States District Court requires employees to follow the Code of Conduct for Judicial Employees. Reference checks with current and former employers will be conducted. Only qualified applicants will be considered for this position. A preliminary background investigation with law enforcement agencies, including fingerprint and criminal record check will be conducted as a condition of employment. Unsatisfactory results

may result in termination of employment. The selected candidate will be subject to an FBI fingerprint check as a condition of employment and may be subject to periodic updates.

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 Courts reserve 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.