



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:	July 18, 2025	Grade Range:	CL 24-01 to CL 26-61
Job Announcement No.:	2025-46	Salary Range:	\$49,477 to \$97,796
No. of Vacancies:	Two	Closing Date:	August 1, 2025
Position Title:	Space and Facilities Assistant		

The United States District Court for the Northern District of Illinois is now accepting applications for two Space and Facilities Assistants. 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

The United States District Court for the Northern District of Illinois is currently accepting applications for two Space and Facilities Assistants. These positions are located within the Clerk's Office and report directly to the Architect/Facilities Manager. A Space and Facilities Assistant performs and coordinates administrative and non-technical work related to day-to-day building management issues, in accordance with approved policies, procedures, and internal controls.

POSITION DUTIES AND RESPONSIBILITIES

- Monitor, coordinate, and react to day-to-day facilities management issues involving building systems (heating, cooling, lighting, and cleaning), structures, grounds, and security. Respond to space and facilities help desk calls and emails. Log calls, resultant actions, and final resolution into a database. Resolve problems or interact with the General Services Administration (GSA) building manager or other appropriate individuals for problem resolution. Keep customers informed as to service status. Escalate problems that are not resolved in a reasonable period to the next level.
- Develop and maintain project logs, tracking forms, spreadsheets, and databases for the purpose of tracking and documenting building project work and status. Assess, document, prioritize, and assist in responding to project problems.
- Create move coordination plans which include detailed schedules and phasing plans, including the movement of electrical, data, telecommunications equipment and lines. Serve as a move coordinator. Attend and participate in project meetings to remain current on project status. Document meetings and update project files. Respond on behalf of the Architect/Facilities Manager, as required.
- Maintain files, records, and materials related to facilities management, space planning, and space and facilities projects. Coordinate and track project schedules and significant project checkpoints.
- Assist Architect/Facilities Manager with space design and furniture plans to optimize space utilization and workplace efficiency. Coordinate with judges and staff to prepare for courtroom and event setups.
- Prepare correspondence, reports, form letters, and documents. Schedule appointments, arrange meetings, and maintain calendar of project status points and activities.
- Perform other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

Applicants must have excellent written and oral communication skills to plan coordinating projects within budgetary and design restrictions. The successful candidate will possess exceptional organizational skills to coordinate construction projects without interrupting the business of the court. This position requires exceptional attention to detail. The candidate should have the ability to analyze, organize, and streamline current working procedures and to develop written internal controls. The incumbent will be required to perform regular lifting of materials in excess of 50 pounds. As a condition of employment, the selected candidate must successfully complete a background investigation with periodic updates every five years thereafter.

A bachelor's degree from an accredited four-year college or university in a field of academic study closely related to the position, such as Construction Management, Facilities Management, Architecture, or Interior Design is preferred. Previous government purchasing experience is preferred. Previous experience working in Space and Facilities 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 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.

Specialized experience is progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties of the position.

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 August 1, 2025. 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.