



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 10, 2025	Grade Range:	CL 26-01 to CL 27-61
Job Announcement No.:	2025-17	Salary Range:	\$60,186 to \$107,482
No. of Vacancies:	One	Closing Date:	January 24, 2025
Position Title:	Space and Facilities Coordinator		

The United States District Court, Northern District of Illinois, is now accepting applications for a Space and Facilities Coordinator. 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 accepting applications for a Space and Facilities Coordinator. This position is located within the Clerk's Office and reports directly to the Architect and Facilities Manager. The Space and Facilities Coordinator assists with management and oversight of space and facilities projects initiated by the court or the General Services Administration (GSA). The incumbent advises unit executives and judges regarding design, construction, building operations, occupancy of construction projects, and ongoing facility maintenance. Responsibilities include understanding and adhering to guidelines, policies, procedures, and internal controls related to space and facility projects and building maintenance.

POSITION DUTIES AND RESPONSIBILITIES

The Space and Facilities Coordinator performs the following duties:

- Research and analyze best practices for building projects and make recommendations to the Court Architect. Assess, document, prioritize and respond to project needs and problems. Schedule, attend, and participate in project meetings as a representative of or advisor to the court's management team. Ensure construction compliance. Prepare progress reports and provide update briefings to appropriate judicial officers.
- Research and evaluate policies and design standards of the GSA to determine the best course of action. Manage, review, and accept work performed by court and GSA consultants hired to address building operations and construction project requirements.
- Monitor courthouse heating, ventilation, air conditioning (HVAC) operations, ensuring proper temperature and humidity levels are maintained in accordance with the *U.S. Courts Design Guide*, GSA, ASHRE, and any other applicable guidelines.
- Design space and furniture plans to optimize space utilization.
- Provide recommendations to procurement regarding purchase requests for equipment, supplies, miscellaneous services, and furnishings from government and non-government sources. Receive deliveries and/or escort furniture vendors.
- Remain knowledgeable of latest federal government guidelines on procurement practices and facility

maintenance.

- Address items that affect the operations of court facilities, including life-safety items, regular maintenance, air movement, and testing of building systems.
- Schedule and coordinate the moves of departments, divisions, and judges' staff related to facility changes. Coordinate all systems requirements, including telephone, computer, audio, security, wiring, funding, etc., for assigned projects.
- Coordinate layout of courtrooms and chambers with individual judicial officers. Coordinate with all parties on design and space layout plans of court agencies for major and minor level projects. Coordinate project security issues with the U.S. Marshals Service.
- Maintain project files related to specific building projects and general files related to facilities management, space planning, furniture acquisition, building maintenance, etc.
- Oversee Space and Facilities staff by managing day-to-day tasks.

JOB REQUIREMENTS AND QUALIFICATIONS

Candidates must have one year of progressively responsible experience that provides evidence that the applicant has a good understanding of the methods and processes for accomplishing the work of Space and Facilities. Candidates must have the ability to communicate effectively both verbally and in writing. Excellent customer service skills, ability to maintain confidentiality and ability to work in a team setting are required. The ability to lift items in excess of 50 pounds is an occasional function of the position. Strong organizational and project management skills are required in order to oversee building maintenance, equipment installation, and other projects. The successful candidate must be able to display professional and positive demeanor and appearance appropriate for a court environment (business/office wear-professional). The selected candidate will be subject to an FBI fingerprint check as a condition of employment and may be subject to periodic updates.

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, Architecture, or Interior Design. Previous government purchasing experience is preferred. Knowledge of accounts, procedures and applicable financial automated systems of the judiciary 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 26, applicants must have one year of specialized experience equivalent to a CL 25.

To qualify at a CL 27, applicants must have two years of specialized experience, including at least one year equivalent to work at the CL 25 or completion of the requirements for a bachelor's degree from an accredited college or university and if one of the following superior academic achievement requirements are met:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies;
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law or other field closely related to the subject matter of the position.

Specialized experience is:

Progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

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 provide two professional references by January 24, 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.

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.

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
- (5) 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.