



# UNITED STATES DISTRICT COURT

## Northern District of Illinois, Chicago

Human Resources Office, Room 1574  
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[www.ilnd.uscourts.gov](http://www.ilnd.uscourts.gov)

## NOTICE OF POSITION VACANCY

**Date:** July 1, 2021  
**Job Announcement No.:** 2021-11  
**No. of Vacancies:** Three  
**Position Title:** Space and Facilities/Procurement Specialist

**Grade Range:** CL 25-01 to CL 26-61  
**Salary Range:** \$47,407- \$84,839  
**Closing Date:** Open until filled.  
Applications received by August 25, 2021 will receive first consideration.

**The United States District Court, Northern District of Illinois, is now accepting applications for three Space and Facilities/Procurement Specialists. 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 three Space and Facilities/Procurement Specialists. This position is located within the Clerk's Office and reports directly to the Space and Facilities/Procurement Administrator. Space and Facilities/Procurement Specialists perform and coordinate administrative, technical, and professional work related to day-to-day building management issues, space planning, and space & facilities projects. They ensure that the Court and Clerk's Office are supplied with the materials, equipment, and services required to function optimally, all while ensuring compliance with the appropriate guidelines, policies, and approved internal controls.

### POSITION DUTIES AND RESPONSIBILITIES

The Space and Facilities/Procurement Specialist performs the following duties:

- Monitor, coordinate, and react to day-to-day facilities management issues, which may involve structures, building systems, technology, grounds, security, and space planning.
- Procure supplies, equipment, services, and furnishings from government/non-government sources through new contracts, competitive bids or existing government contracts. Procure reimbursable work authorizations to the General Services Administration (GSA). Work with GSA, project architects, and government/non-government sources to ensure project completion. Plan and coordinate time and delivery of purchases/projects. Review, evaluate, verify, and process invoices and prepare payment requests.
- Monitor project work. Assess, document, prioritize, and respond to project problems. Attend or participate in project or construction meetings as a representative of or advisor to the court's management team. Design space and furniture plans to optimize space utilization. Prepare or obtain drawings.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Review accounting records of each functional allotment and reconcile accounts. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.

- Identify and maintain lists of vendors and sources of supply for goods and services. Maintain files related to facilities management, space planning, and space and facilities projects.
- Coordinate and assist with events that take place in the courthouse.
- Manage and assist with moves to accommodate staff and chambers needs.
- Adhere to the Guide to Judiciary Policies and Procedures, and Judiciary Procurement Program Procedures on procurement procedures. Adhere to Guide to Judiciary Policies and Procedures and U.S. Courts Design Guide on space and facilities procedure. Adhere to court unit's internal control procedures.
- Perform other duties as assigned.

### **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 and/or Procurement. 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 a 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 Business or Finance is preferred. 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 25, applicants must have one year of specialized experience equivalent to work at the CL 24 level. To qualify for a CL 26, applicants must have one year of specialized experience equivalent to a CL 25. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

#### **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:

- 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).
- 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 provide two professional references. 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.**

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.**

### **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.