



# 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](http://www.ilnd.uscourts.gov)

## NOTICE OF POSITION VACANCY

<b>Date:</b>	January 29, 2016	<b>Grade Range:</b>	CL 24-01 to CL 26-61
<b>Job Announcement No.:</b>	2016-10	<b>Salary Range:</b>	\$35,470 - \$70,103
<b>No. of Vacancies:</b>	One	<b>Closing Date:</b>	February 12, 2016
<b>Position Title:</b>	Operations Specialist		

**To apply: Applicants must submit a cover letter, resume and application to the Human Resources Department by Friday, February 12, 2016. For further information, please see directions under "Notice to Applicants" listed below.**

### POSITION OVERVIEW

The U.S. District Court has a vacancy for an Operations Specialist for the Western Division, located in Rockford, Illinois and reporting directly to the Deputy-in-Charge. The Operations Specialist provides courtroom support to judges by attending court proceedings, recording pertinent results for minutes, and managing case documents.

### POSITION DUTIES AND RESPONSIBILITIES

- Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, managing exhibits and taking notes of proceedings, rulings, and preparing minute entries.
- Maintains the control of cases assigned to the judge.
- Maintains record of the cases assigned to the judge as they are filed and examines all papers filed in an action assigned to the judge to determine whether they conform to the rules of practice.
- Calendars and regulates the movement of cases by fixing (or by resetting when necessary) dates and times for hearings on motions, pretrial hearings, and trials, notifying counsel accordingly, and follows the cases through until conclusion.
- Performs courtroom functions required by the judicial officer, ensuring such documents as are needed and are available in Court, attending court sessions and conferences.
- Confers with attorneys, acting as liaison between the judge and counsel.
- Acts as a source of information to attorneys on the special procedures of the judge, answers procedural questions, and assists with compliance. Maintains contact with attorneys regarding the status of cases.
- Processes criminal and civil legal documents, making summary entries of pleadings, petitions, motions, complaints, orders, and proceedings on the docket.
- Prepares and transmits to appropriate parties such items as notices, judgments, and orders, answering inquiries about the status of cases and providing electronic filing assistance.
- Prepares documents for shipping to the Federal Records Center, assists the public at the Clerk's Office counter by answering case related inquiries in a customer friendly manner, issuing all civil processes, and verifying judgments.

- Verifies that attorneys are admitted to practice before the court, provides files or copies of documents upon request, filing new civil cases.
- Receives cash/checks for bonds, fines, and daily balancing of monies collected, deposits funds collected pursuant to policy and procedure.
- Performs 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 relate to the work. Skill in communicating with judges, attorneys, and the general public, and in managing courtroom logistics. Ability to take notes and summarize material for minute entries/judgments in a distracting setting. Strong organizational skills and the ability to prioritize work are important. Knowledge of and skill in the use of applicable automated systems. The position requires one to three years of specialized experience in the processes of court operations; courtroom deputy training or experience is highly desirable. Candidates must have one year of experience at the next lower classification level. College degree is desirable.

**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 24, applicants must have one year of specialized experience equivalent to work at the CL 23. To qualify at a CL 25, applicants must have one year of specialized experience equivalent to work at the CL 24. To qualify at a CL 26, applicants must have one year of specialized experience equivalent to work at CL-25. To qualify at a CL 27, applicants must have two years of specialized experience with one year equivalent to work at CL-26. **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**

Benefits information may be viewed at: [www.ilnd.uscourts.gov/home/clerksoffice/hr/Benefits.aspx](http://www.ilnd.uscourts.gov/home/clerksoffice/hr/Benefits.aspx)

**NOTICE TO APPLICANTS**

Serious consideration will be given to those who apply via the U.S. District Court, Northern District of Illinois website by providing a cover letter, resume, and application in a single pdf. Job announcements and employment applications may be obtained by visiting our web site at: [www.ilnd.uscourts.gov/home/clerksoffice/hr/Job-Opportunities.aspx](http://www.ilnd.uscourts.gov/home/clerksoffice/hr/Job-Opportunities.aspx)

**Please send your cover letter, resume and application to: [human\\_resources\\_ilnd@ilnd.uscourts.gov](mailto:human_resources_ilnd@ilnd.uscourts.gov) or fax to: 312-554-8674. Application materials must be received by the Human Resources Department by Friday, February 12, 2016.**

**Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.**

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. Applicants must be U.S. citizens or eligible to work in the United States.

**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.**