



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 23, 2017	Grade Range:	CL 22-01 to CL 22-61
Job Announcement No.:	2017-13	Salary Range:	\$28,964-\$47,078 (\$13.93 - \$22.63 hourly)
No. of Vacancies:	Six	Closing Date:	February 6, 2017
Position Title:	Student Intern		

***This is a temporary position with no benefits and will not exceed 89 days or 9/30/2017.**

***To apply:** Applicants must submit a cover letter, resume, and application to the Human Resources Department by Monday, February 6, 2017. For further information, please see directions under "Notice to Applicants" listed below.

POSITION OVERVIEW

The full-time student internships are located in the Clerk's Office of the United States District Court, Northern District of Illinois. The incumbents will provide a wide range of services in the court areas of Judicial Services, Operation Services, Administrative Services, and the Computer Systems Department.

POSITION DUTIES AND RESPONSIBILITIES

Duties will depend on the assigned areas located in the court and may include clerical and technical assistance.

JOB REQUIREMENTS AND QUALIFICATIONS

- Must have a high school diploma, be at least 18 years of age, be currently enrolled in college, and a citizen of the United States.
- Possess basic computer skills, including proficiency in Microsoft Office (Word, Excel)
- Detail-oriented
- Knowledge of copy, fax, and scanner equipment
- Possess oral and written communication skills
- Customer service oriented
- Maintain adherence to court confidentiality requirements
- Systems Department: Advanced computer skills for installing software and setting up computers
- Procurement and Operations Departments: Ability to lift boxes in excess of 50 pounds

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 22, applicants must have a high school diploma or equivalent.

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:
<http://www.ilnd.uscourts.gov/Pages.aspx?ovGPv5hNkHK6wjSsfLIOTQ==>

Please send your cover letter, resume, and application in a single pdf to:
human_resources_ilnd@ilnd.uscourts.gov. Application materials must be received by the Human Resources Department by Monday, February 6, 2017.

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.