



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

Open Date: April 22, 2024
Closing Date: May 6, 2024

Job Announcement No.: 2024-39
No. of Vacancies: One

Position Title: Judicial Assistant to Chief Judge

Grade Range: JSP 7-01 to JSP 11-10
Salary Range: \$54,728-\$105,289

- or -

Position Title: Executive Law Clerk to Chief Judge

Grade Range: JSP 12-01 to JSP 14-10
Salary Range: \$97,079-\$177,341

The United States District Court for the Northern District of Illinois is now accepting applications for a Judicial Assistant or an Executive Law Clerk to U.S. District Court Judge Virginia M. Kendall. This successful candidate will be appointed when Judge Kendall is installed as the Chief Judge of the Northern District of Illinois on August 1, 2024. 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 U.S. District Court for the Northern District of Illinois is recruiting for the position of Judicial Assistant or Executive Law Clerk to U.S. District Court Judge Virginia M. Kendall with an anticipated start date of August 1, 2024. The incumbent will serve as an assistant to the Chief Judge and assumes full responsibility for the administration of the Chief Judge's Chambers. This individual will need to provide excellent customer service to the public, litigants, media, judges, government agencies, and other members of the Court.

POSITION DUTIES AND RESPONSIBILITIES

- Receives, screens, and responds to telephone calls and personal visitors. Answers complex inquiries and provides assistance to the public as authorized, maintaining the confidentiality of sensitive matters. Inquiries come from many sources, including judges and their staff, other court support units, members of the bar, and the media.
- Prepares correspondence, legal documents, and other materials, for the Chief Judge's review and signature. Reviews, analyzes, and edits materials prepared by others for the Chief Judge's signature.
- Communicates and responds to judges, chambers staff, and other governmental agencies' requests.
- Maintains the Chief Judge's calendar. Arranges meetings or other events, including notification to participants and logistical coordination. Arranges for the most economical travel and lodging for the Chief Judge. Prepares travel payment vouchers in accordance with existing policies and regulations.
- Prepares and submits reports and requests as required by Judicial Conference Policy.
- Performs other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

The candidate must be proficient in office management and have excellent technical, communication, and organizational skills. Experience providing executive-level administrative support or administrative management functions in a professional environment is required. The candidate will be required to exercise a high degree of interpersonal skill in dealing with court staff, federal agency officials, and the public. Must have a demonstrated ability to maintain a high level of confidentiality and discretion, work independently with a positive attitude, take directions well, and exercise good judgment without close supervision.

Applicant should have knowledge of legal documents and terminology and be skilled in their usage of grammar, spelling, punctuation, and proofreading. A successful candidate must have skill in the use of technology and software such as the Microsoft Office suite of products and the ability to learn various other types of systems and software. The successful applicant should be adaptable, flexible, customer-focused, and have a strong sense of personal and professional integrity. The successful candidate must be able to display professional and positive demeanor and appearance appropriate for a court environment (business/office wear-professional).

As a condition of employment, the selected candidate must successfully complete a ten-year or five-year background investigation with periodic updates every five years thereafter.

ADDITIONAL QUALIFICATIONS FOR EXECUTIVE LAW CLERK

The successful candidate must possess a Juris Doctor from a law school of recognized standing, be a member of the Illinois State Bar, and have two years of work experience.

COMPENSATION

Compensation and classification level will be based on qualifications and the experience level of the successful candidate as follows:

Judicial Assistant Position

- ▶ JSP Grade 7, requires 2 years of general experience and 2 years of specialized experience;
- ▶ JSP Grade 8, requires 2 years of general experience and 3 years of specialized experience;
- ▶ JSP Grade 9, requires 2 years of general experience and 4 years of specialized experience;
- ▶ JSP Grade 10, requires 2 years of general experience and 5 years of specialized experience; or
- ▶ JSP Grade 11, requires 2 years of general experience and 6 years of specialized experience.

Executive Law Clerk Position

- ▶ JSP Grade 12, requires 2 years of general experience and 1 years of legal work experience;
- ▶ JSP Grade 13, requires 2 years of general experience and 2 years of legal work experience; or
- ▶ JSP Grade 14, requires 2 years of general experience, 3 years of legal work experience and 2 years of federal chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk experience.

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 two professional references. Applicants who apply by May 6, 2024 will receive first consideration. 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 starting with the Court, 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. 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.