



# 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

<b>Date:</b>	June 14, 2024	<b>Grade Range:</b>	JSP 08/01 to JSP 08/10
<b>Job Announcement No.:</b>	2024-45	<b>Salary Range:</b>	\$60,608 - \$78,789
<b>No. of Vacancies:</b>	One	<b>Closing Date:</b>	Open until filled.
<b>Position Title:</b>	Assistant to a Visually Impaired Law Clerk		Applications received by June 28, 2024 will receive first consideration.

**The United States District Court, Northern District of Illinois, is now accepting applications for an Assistant to a Visually Impaired Law Clerk. Consideration will only be given to those who apply through the court's online applicant tracking system and submit a cover letter and resume. To apply, please see "Notice to Applicants" listed below.**

### POSITION OVERVIEW

This full-time position is located at the U.S. District Court, Northern District of Illinois, and works directly with a visually impaired law clerk. The incumbent must be able to read aloud legal material and case-related items and assist with preparing, formatting, and proofreading a variety of written material. As part of the application process the applicant will be expected to complete a proofreading and editing skill assessment.

### POSITION DUTIES AND RESPONSIBILITIES

- Summarizes and reads aloud written legal material in connection with the performance of the law clerk's responsibilities.
- Proofreads and cite checks written work product, including citations to the record, grammar, spelling, formatting, and bluebooking.
- Maintains and organizes hard copy and electronic case and administrative files. Using software, converts electronic documents into an accessible format, e.g., such as Portable Document Format files.
- Describes visual aspects of evidence submitted to the court, such as maps, photographs, video recordings, tangible objects, and figures in patents.
- Assists with electronic legal research, including searches on Westlaw, and, if necessary, reads results aloud.
- Assists with any handwritten proofreading marks written on hard copy by others. This may include entering the changes or verbalizing them. Makes judge's revisions on orders.
- Runs reports in CM/ECF and reviews them with the law clerk.
- Assists with maintenance of internal case and pending motion tracking system.
- Assists law clerk during hearings. This may include providing visual information on activities and individuals within the courtroom.
- Assists law clerk with other duties, such as sending faxes, making copies, and completing forms that must be handwritten. Performs other duties as assigned.

## **JOB REQUIREMENTS AND QUALIFICATIONS**

The incumbent must be able to comprehend a wide range of legal concepts, principles and practices and must have excellent reading, writing, proofreading, and organizational skills. Must have the ability to maintain confidentiality and to interact with a wide variety of people. It is essential that the applicant be detail orientated and extremely organized as this position requires preparation of written work product suitable for the judge's approval. To qualify for the position, a person must be a high school graduate or the equivalent. In order to qualify for the JSP 8 grade, a person must have 2 years of general experience and 3 years of specialized experience.

### **General Experience**

Progressively responsible clerical or administrative experience whereby employee provided a good knowledge of office clerical practices such as typing, organization of filings, and computer and telephone usage.

### **Specialized Experience**

Progressively responsible experience that involved duties as the principal office assistant to a supervisor who was dealing with law-related matters (such as in a law, insurance or real estate office).

### **Educational Substitutions**

Education in a college, university or secretarial school of recognized standing may be substituted for a maximum of one year of the general experience on the basis of 30 semester (45 quarter) hours equals nine months of experience.

A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience. Preferably, such degree should have included courses in law, government, public or business administration or related fields.

Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience. Less than one full year of study will be credited on a pro-rata basis.

## **EMPLOYEE BENEFITS**

The U.S. Court of Appeals for the Seventh Circuit and the U.S. Northern District Court of Illinois offer 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 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, and
- 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 APPLICANT**

Consideration will be given only to those who apply through the Courts' online applicant tracking system and provide a cover letter, resume, and two professional business references. Applications received by June 28, 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 Courts will only communicate with those applicants who will be interviewed. Applicants selected for interviews will be communicated to only through email, 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 Courts, 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.

The United States District Court requires employees to follow the Code of Conduct for Judicial Employees. Reference checks with current and former employers will be conducted. Only qualified applicants will be considered for this position. A preliminary background investigation with law enforcement agencies, including fingerprint and criminal record check will be conducted as a condition of employment. Unsatisfactory results may result in termination of employment. Direct deposit is required for payment of compensation for employees. Employees of the Courts 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.

In order 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 Courts reserve 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 OFFICE LOCATION**

The office of the U.S. Court of Appeals for the Seventh Circuit and the U.S. Northern District Court of Illinois is located in Chicago, Illinois. Also known as "The Windy City," Chicago is the third most populous city in

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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, NYSE Chicago, the Chicago Board Options Exchange, and the Chicago Mercantile Exchange are within blocks of the Courthouse. Chicago is also home to three international airports including O'Hare International Airport, among the busiest airports in the world.