



February 8, 2024
Position Announcement #24-01
Student Contractor

NOTICE OF POSITION VACANCY
UNITED STATES PRETRIAL SERVICES OFFICE
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS

The United States Pretrial Services Office for the Northern District of Illinois is currently accepting applications for the full-time temporary position(s) of a **Student Contractor**. This position will be filled as permitted by budgetary constraints. This appointment will not exceed a year and one day. Although, the office, at its discretion, may extend the temporary appointment.

POSITION ANNOUNCEMENT NUMBER: #24-01

POSITION TITLE: Student Contractor

OPENS: Monday, February 12, 2024

CLOSES: Open until filled. Priority will be given to applications received by Monday, February 26, 2024.

NUMBER OF POSITIONS: Multiple positions may be filled from this announcement.

LOCATION: Chicago, IL

CLASSIFICATION: Starting classification Level 22: \$35,323- \$43,442

PRIMARY DUTIES

- Assist officers conduct investigations and verify background information concerning persons charged with a federal offense when they are arrested or summoned to court.
- Assist in the operation of on-site substance abuse testing program. Record results of drug testing into the office's automated record keeping system and notify pretrial services officers. Maintain drug testing equipment, including oversight and procurement of supplies. Maintain all laboratory logs.
- Maintain contact with pretrial services officers to ensure all clients required to undergo urinalysis are tested.
- Provide administrative assistance to the Location Monitoring Officers.
- Assist Officers with administrative duties such as scanning, shredding, copying, filing, conduct database searches, chronological entries, etc.
- Assist in performing receptionist duties by greeting visitors/defendants in person and/or on the telephone directing them to the appropriate staff member. Process outgoing mail/receiving mail and routing to the appropriate staff member.
- Assist in performing financial duties such as processing payment vouchers and purchase documents
- Assist in the creation, updating, and editing of electronic databases including SharePoint
- Perform other duties as assigned.

QUALIFICATIONS

- Applicant must be a high school graduate or equivalent.
- Applicant must be currently enrolled or completed an undergraduate or graduate degree at an accredited institution. Proof of enrollment or completion of degree must be provided.
- Ability to communicate effectively both orally and in writing.
- Skill in using personal computers and software applications, specifically Windows 10, scanners, copy machines, data entry, MS Office 365, and Outlook.

- Flexibility in adapting workplace changes.
- Ability to maintain confidentiality.
- Ability to work in a team setting.
- Ability to meet required deadlines, maintain tracking systems related to cases.
- Ability to maintain concentration despite interruptions.
- Ability to type.
- Good knowledge of office procedures, practices, and processes.
- Extensive knowledge of proper grammar usage and the ability to edit efficiently.
- General knowledge of the criminal justice system and legal terminology.
- Fluency in Spanish is helpful, but not required.

GENERAL INFORMATION

- Applicants must be U.S. citizens or eligible to work in the United States
- Work generally performed in an office setting. Some local travel may be required.
- Incumbent may have contact with persons with prior criminal history, including violence.

BENEFITS

Employees of the United States Pretrial Services Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees.

- Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.
- Eleven (11) paid holidays per year.
- Mandatory participation in the federal retirement system and social security program.
- Thrift Savings Plan –Employer matching up to an additional 5% of employee contribution.
- Optional participation in the federal health insurance program of your choice.
- Optional vision and dental programs.
- Optional participation in the flexible spending program for health and dependent care.
- Optional participation in the commuter reimbursement program.
- Optional participation in a group life insurance program.
- Possible participation in Federal Public Service Loan Forgiveness Program.
- Onsite fitness center.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

HOW TO APPLY:

For consideration, please submit your application packet as a **single PDF** document including:

1. Cover letter
2. Resume (two page maximum)
3. AO78 “Federal Judicial Branch Application for Employment” found at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf> .This position requires you to complete the optional background information on the AO-78.
4. OF306 - <https://www.gsa.gov/system/files/OF306-19.pdf>

Only electronic applications will be accepted. Please email the entire packet as one attachment in PDF format with “Position 24-01” in the subject line to: Pretrial_Services_HR@ilnpt.uscourts.gov. Save your document in the following format: Last Name, First Name. **Failure to follow directions and/or submit a complete packet may disqualify you from consideration.**

The U.S. Pretrial Services Office is not authorized to reimburse candidates for interview or relocation expenses. School transcripts may be requested as part of the final selection process.

IMPORTANT NOTICE!

All new employees must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, prior to the starting with the U.S. Pretrial Services Office, 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. If an exemption is requested, approval of the exemption is required before the candidate can start employment.

Only electronic submissions will be accepted. Applicants must be a citizen of the United States or eligible to work in the United States. Pretrial Services requires employees to adhere to a Code of Conduct which is available upon request. The applicant will be subject to a criminal background record check and consumer credit check before an employment offer is made. The courthouse is a smoke-free environment. Direct Deposit is required for payment of compensation for employees. The U.S. Pretrial Services Office reserves the right to modify the conditions of this job announcement, to withdraw this announcement, or to fill the position sooner than the closing date without prior notice.

THE UNITED STATES PRETRIAL SERVICES OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO A DIVERSE AND INCLUSIVE WORKFORCE.