



NOTICE OF POSITION VACANCY
UNITED STATES DISTRICT COURT
Northern District of Illinois
U.S. PRETRIAL SERVICES OFFICE

POSITION TITLE: Student Contractor

OPENS: 10/24/2024 **CLOSES:** 11/7/2024

TYPE OF APPOINTMENT: Full Time / Temporary

LOCATION: Chicago, IL

NUMBER OF POSITIONS: More than one vacancy may be filled.

AREA OF CONSIDERATION: Open to the public

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.

SALARY: Grade: CL 22. **Salary Range:** \$35,323- \$43,442. Starting salary is dependent upon qualifications and experience.

POSITION:

- 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.

MINIMUM QUALIFICATIONS:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Applicant must be currently enrolled in 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.
- Ability to type and skills 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 meet required deadlines, work in a team setting and maintain tracking systems related to cases.
- Ability to maintain concentration despite interruptions.
- 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.

APPLICATION PROCEDURE:

For consideration, qualified applicants must provide the following in a **single PDF**:

- Cover letter
- Resume (two page maximum)
- AO78 “Federal Judicial Branch Application for Employment” found at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>. This position requires you to complete the optional background information on the AO-78.
- OF306 – (<https://www.gsa.gov/system/files/OF306-19.pdf>)
- In the cover letter tell us how you found this vacancy.

Complete applications should be submitted via e-mail to Pretrial_Services_HR@ilnpt.uscourts.gov. All application materials should be sent as a **single PDF document**. Please include the Position Announcement # and Position Title in the Subject line of the email. 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.**

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. All employees are required to adhere to the Code of Conduct for judicial employees. The incumbent will be subject to local and federal background investigations and may be subject to submit a recent credit report. This position is subject to mandatory electronic funds transfer for payment of net pay. The U.S. Pretrial Services Office reserves the right to interview only those applicants who have demonstrated that they possess these preferred qualifications. Due to the volume of applicants received, the Pretrial Services office will contact only those applicants who will be tested or interviewed.

The Pretrial Services Office 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.

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