

## VACANCY ANNOUNCEMENT

United States Bankruptcy Court  
Northern District of Illinois



**POSITION:** Relief Courtroom Deputy  
**SALARY:** CL 26-25 \$47,506-\$61,768  
(Depending on qualifications)

**CLOSING DATE:** August 18, 2004

**POSTING NUMBER:** 04-12

**POSITION OVERVIEW:** The Relief Courtroom Deputy provides assistance and coverage for the Courtroom Deputy and Judges by performing various duties related to courtroom administration and maintenance of the Judge's calendar. Acts as a liaison with attorneys, trustees, and debtors; provides information on hearings and status of cases.

**ABOUT THE COURT:** The United States Bankruptcy Court for the Northern District of Illinois is located in Chicago, Illinois with a divisional office in Rockford, Illinois. The Court has ten Judges in Chicago and one Judge in Rockford. The Court is the second largest Bankruptcy Court in the United States. In 2003, the Court processed more than 58,000 cases.

**ABOUT THE OPPORTUNITY:** The Court seek individuals who are self motivated, possess excellent interpersonal skills, and have a strong work ethic to launch or continue a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for growth and career advancement.

**MINIMUM QUALIFICATIONS:** To qualify for the position of Relief Courtroom Deputy, an applicant must possess two years of specialized experience, **with one year of equivalent work at the CL 25 level**. Specialized experience is progressively responsible clerical experience involving routine use of keyboard skills, the use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Applicant should be able to travel when needed to outlying counties. Applicant may need to occasionally work after hours.

### **PREFERRED QUALIFICATIONS:**

- Knowledge and understanding of policies and procedures of the Court.
- Ability to maintain a professional demeanor with the public and members of the Bar.
- Ability to communicate effectively both orally and in writing.
- Strong organizational skills.
- Knowledge and skill in use of applicable automated systems.
- Ability to be flexible and adapt to various work environments.
- Ability to work well as part of a team.

**EMPLOYEE BENEFITS:** The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are covered by the Court Personnel System (CPS) and are not included in the government's Civil Service classification system. Court employees are, however, entitled to the same benefits as other federal employees. These benefits include:

- 13 days paid vacation for the first three years of employment, 20 days after three years, 26 days after fifteen years.
- 13 days paid sick leave per year.
- 10 paid holidays.
- Choice of medical coverage from a wide variety of plans.
- Life Insurance options.
- Participation in the Federal Employees Retirement System.
- Participation in the Thrift Savings Plan (similar to 401K, with employer matching contributions).
- Participation in the Judiciary's Long Term Care Insurance Program.
- Participation in the Judiciary's Flexible Spending Program (pre-taxed contributions for medical /dental/optical expenses).
- Participation in the Court's Public Transportation Subsidy Program (dependent on fiscal year funding).
- Participation in the Court's Continuing Education Assistance Program (dependent on fiscal year funding).
- Applicants may be the subject of a background investigation, including a check of fingerprints and police record. Fingerprints will be used to check the criminal history record of the F.B.I.
- Applicants must be United States citizens or eligible to work in the United States.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- The United States Bankruptcy Court is an Equal Opportunity Employer.

**HOW TO APPLY:** Send a resume indicating that you are interested in the Relief Courtroom Deputy position. Along with your resume attach a one page summary of what you will be able to bring to this position skill and talent wise. Send your resume and one page summary to the United States Bankruptcy Court, Human Resources Office, Room 618, 219 South Dearborn, Chicago, Illinois 60604.

The Court is a smoke free environment.

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