

**United States Bankruptcy Court  
Northern District of Illinois  
Vacancy Announcement**



**Position:** Procedure Writer/Operations Analyst  
**Location:** Chicago or Rockford, Illinois  
**Salary:** CL 26/27 \$43,140 - \$84,500  
(Commensurate with Qualifications and  
Locality Pay)

**Posting Date:** June 30, 2016

**Closing Date:** July 14, 2016

**Posting Number:** 16-07

Join the United States Bankruptcy Court's team of energetic, career minded professionals! The Office of the Clerk offers an opportunity for self-motivated individuals with excellent interpersonal, automation and analytical skills with 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 advancement for bright people with lots of initiative.

**Position Overview:** This position is located in the Clerk's Office of the United States Bankruptcy Court, Northern District of Illinois. The incumbent's primary duties includes: researching , writing, reviewing, editing and updating operational manuals, guides, processes, and procedures used by the Case Administration Teams. The incumbent develops reports for the purpose of analyzing and improving case administration operations providing recommendations to senior management. The incumbent performs analytical duties for the Case Administration Team which support the effective functioning of the office and the court. The incumbent reports to the Operations Manager.

**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 one of the busiest bankruptcy courts in the United States with over 47,000 cases filed in 2015.

**Minimum Qualifications:** Candidate must have a high school diploma or equivalent. Two (2) years of specialized experience\* equivalent to work at a CL-26 is required.

The successful candidate must: demonstrate the ability to write and edit operational procedures; possess exceptional computer skills with the ability to learn and use various software programs (i.e. Madcap, Excel); exhibit exceptional verbal and written communication skills; possess excellent proofreading skills and have attention to detail with a demand for accuracy and quality assurance; possess excellent analytical skills to identify and recommend areas for process improvement; demonstrate the ability to work independently and collaboratively.

\*Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, or real estate and title offices.

**Preferred Qualifications:** A bachelor's degree from an accredited college or university and work experience in bankruptcy, federal or local courts or other legal fields are preferred. Good understanding and knowledge of electronic case filing, especially the CM/ECF (Case Management/Electronic Case Filing) system is desirable.

**Employee Benefits:** The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are considered AT-WILL and can be terminated with or without cause by the court. While court employees are not covered by federal civil service classifications or regulations, they are, however, entitled to the same benefits as other federal employees. These benefits include: 13 days paid vacation for the first three (3) years of employment, 20 days after three (3) years, 26 days after 15 years; 13 days paid sick leave per year; 10 paid holidays per year; choice of medical, dental and vision coverage from a wide variety of plans; life insurance options; Federal Employees Retirement System; immediate participation in the Thrift Savings Plan (401K plan); optional participation in the Judiciary's Long Term Care Insurance Program; optional participation in the Judiciary's Flexible Spending Program; Commuter Benefit Program (dependent on fiscal year funding); Continuing Education Assistance Program (dependent on fiscal year funding).

**Notice to Applicants:** The final candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to the Code of Conduct for Judicial Employees which is available at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. Direct deposit is required for employee salary compensation. Applicants must be United States citizens or eligible to work in the United States. The Court is a smoke free environment.

**How to Apply:** In order to be considered for this position, go to <https://tdi.ilnb.uscourts.gov/wwwroot/Employment/appform.cfm?ref=ba21c8dc&pos=16-07>

complete all questions and attach your cover letter, resume, references and the Judicial Branch Federal Employment Application (AO 78) and a writing sample.

Applications for Judicial Branch Federal Employment (AO78) may be obtained from the Court's website at:

[https://tdi.ilnb.uscourts.gov/wwwroot/Employment/application\\_for\\_employment.pdf](https://tdi.ilnb.uscourts.gov/wwwroot/Employment/application_for_employment.pdf)

**Note to ILNB applicants only:** Please complete all questions and attach your cover letter and resume **in pdf format**.

Incomplete application materials will not be accepted. No facsimiles will be accepted.

Only applicants who are selected for interviews will be contacted by the Court. Applicants selected for interviews must travel at their own expense or be interviewed via telephone and/or video conference.

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

**The United States Bankruptcy Court is an Equal Opportunity Employer.**