

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



**Position:** Automation Support Specialist

**Salary:** CL 25 \$42,969 - \$69,839  
(Commensurate with Qualifications and  
Duty Station)

**Posting Date:** October 18, 2016

**Closing Date:** November 1, 2016

**Posting Number:** 16-13

Join the United States Bankruptcy Court's team of energetic, career minded professionals! The United States Bankruptcy Court for the Northern District of Illinois is accepting applications for a full-time Automation Support Specialist. The Office of the Clerk offers an opportunity for self-motivated individuals with excellent interpersonal, automation, analytical and proofreading 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.

**Position Overview:** This full-time position is located in the Chicago division of the Clerk's Office of the United States Bankruptcy Court, Northern District of Illinois, and reports to the Systems Administrator of the IT/Systems Department.

**Representative Duties:**

- Assists in the maintenance and reporting of the Automation Equipment inventory.
- Coordinates the assignment and reporting of Service Requests for the Systems department.
- Assists in the development, management, and content of internal workflow and infrastructure reports for the Systems department.
- Assists in the content management of local infrastructure support tools.
- Assists in the day-to-day operations and support of networks, peripherals, telecommunications systems and other systems to ensure reliable and effective operations.
- Assists in configuring virtual machines, software applications, and the end user hardware required for access.
- Uses technical expertise in solving computer system problems.
- Assists in evaluating current automated office functions.
- Recommends technical and operational changes and enhancements to existing system configurations, usage, and procedures to improve systems and staff effectiveness.
- Conducts technical and security related training, individually and in a classroom setting, for end users.
- Prepares and maintains documentation for automated programs.

- Performs other duties as assigned.

The Automation Support Specialist may be required to travel to other Court locations on an as-needed basis, and may also be required to provide after-hours support, both remotely and onsite.

**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 about 47,000 cases filed in 2015.

**Minimum Qualifications:**

- A high school diploma or GED/equivalent.
- Excellent customer service skills.
- Excellent organizational skills and attention to detail.
- Ability to problem solve under pressure, multitask, prioritize, and meet deadlines.
- Excellent written, oral, and interpersonal communication skills required, with an exceptional ability to communicate technical concepts to Court staff.
- Three (3) or more years of progressively responsible relevant work experience with office automation systems. Experience should include user applications, terminology, and methodology.
- Working knowledge and experience using Windows desktop operating systems, including Windows 7 and higher.

The successful candidate must: be detailed-oriented and highly organized with strong project management skills; be dependable and have the ability to work independently; be a problem solver who is results oriented; possess skill in advising non-automation personnel in automation techniques and processes; hold him/herself accountable to high professional standards of performance and conduct.

**Preferred Qualifications:**

- Bachelor of Science or Bachelor of Arts Degree in Computer Science, Information Systems or related discipline preferred. Desktop and Network operating systems experience with Microsoft Windows Active Directory, Linux, and Macintosh systems.
- Experience with the U.S. Courts and the applications used in the operation of the court.

**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=16-13>

complete all questions and attach in **PDF format** your cover letter, resume, references and the Judicial Branch Federal Employment Application (AO 78).

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.**