



UNITED STATES DISTRICT COURT

CENTRAL DISTRICT OF ILLINOIS

CAREER OPPORTUNITY IN THE FEDERAL JUDICIARY

Opens: Friday, July 11, 2014

Closes: Monday, July 21, 2014

Announcement Number:	2014-06
Position Title:	Judicial Assistant to Senior District Judge
Position Type:	Full-time Permanent
Position Location:	Peoria, IL
Starting Date:	To be decided
Classification Level:	Judicial Salary Plan Grade 9 -11 (\$47,448 - \$74,628)

Starting salary will depend upon the education, background, and prior work experience of the applicant.

Introduction

The U.S. District Court for the Central District of Illinois is accepting applications for the position of Judicial Assistant, to Senior District Judge Joe Billy McDade, in Peoria, IL.

Please be advised this position is to a senior status judge which means the Judge can retire or reduce his caseload at any time. The longevity of the position is not guaranteed for any period of time.

Qualifications

- High school graduation or equivalent, a minimum of two years general experience and a minimum of four years of specialized experience. General experience is progressively responsible general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, calendaring and typing. Specialized experience is progressively responsible experience which involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters.
- To qualify at a JSP Grade 9, four years of specialized experience plus two years of general experience is required; to qualify at a grade 10, five years of specialized experience plus two years of general experience is required; and to qualify at a grade 11, six years of specialized experience plus two years of general experience is required.

Preferred Skills

- The ability to work harmoniously and communicate effectively with others, both orally and in writing.
- The ability to exercise good judgment and understand the importance of confidentiality issues inherent in the job.
- Self motivated, problem solver with the ability to work well under pressure in a high volume, fast paced environment.
- Paralegal background.
- The ability to take direction and work closely with the Judge.

Benefits

The United States District Court for the Central District of Illinois offers a pleasant, professional, and dynamic working environment. Court employees serve under Excepted Appointments and are not subject to the employment regulations of competitive civil service. Benefits include participation in the Federal Employees' Retirement System, health insurance, life insurance, supplemental dental and vision insurance, Flexible Benefit Program, Long Term Disability Insurance, Thrift Savings Plan, vacation, sick leave, and ten paid holidays.

Conditions of Employment

All application information is subject to verification. Appointment to this position is provisional, contingent upon a background check. Retention depends on a favorable suitability determination after a background investigation. Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. All applicants must be U.S. citizens or be eligible to work in the United States. All appointments are subject to mandatory direct deposit of payroll checks.

How to Apply

Qualified candidates are invited to submit a letter of interest, resume and application for judicial branch employment, available on-line at www.ilcd.uscourts.gov/employment. All materials should be sent in an envelope marked "confidential" to:

Jo Ellen Rankin, Human Resources Specialist
Vacancy #2014-06
210 U.S. Courthouse
600 E. Monroe Street
Springfield, IL 62701

Application materials must be received by the close of business Monday, July 21, 2014. The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to fill the position earlier than the closing date. Any such actions may occur without prior written notice. Participation in the interview process will be at the applicant's own expense. The court will not pay for relocation expenses. Only those applicants selected for an interview will be contacted.

THE U. S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER