

# United States District Court Central District of Illinois

Shig Yasunaga, Clerk of Court



## Vacancy Announcement

Position Title:	<b>Courtroom Deputy</b>
Announcement Number:	2026-06
Position Type:	Full-time, excepted service
Position Location:	Springfield, IL
Starting Date:	To be determined
Classification Level:	CL 26/27

*(Starting salary will depend upon the education, background, and prior work experience of the applicant)*

Opening Date: **Friday, February 27, 2026** Closing Date: **Friday, March 20, 2026**

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The United States District Court for the Central District of Illinois is accepting applications for the position of Courtroom Deputy, to the U.S. District Court Judge in Springfield, reporting directly to the Divisional Manager. We are seeking a highly motivated and energetic individual to take on this role. This position is very fast paced with multiple duties and responsibilities.

### **Representative Duties:**

- Record and attend court proceedings.
- Manage and organize exhibits used in court proceedings.
- Set up and troubleshoot electronic audio system.
- Assist in the orderly flow of proceedings.

- Keep judge and staff informed of case progress.
- Draft orders and judgments.
- Coordinate hearings.
- Perform case administration duties and quality control.
- Docket orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems.
- Other duties as assigned.

### **Qualifications:**

High school graduation or equivalent; and a minimum of two years of general office experience, and one year of specialized administrative experience including courtroom deputy experience, that must be equivalent to work performed at the CL 25 grade level or above.

The successful candidate will also possess:

- Excellent organizational skills and experience in handling multiple workload demands.
- Courtroom Deputy experience is required.
- Accuracy and attention to detail.
- Ability to exercise sound independent judgment.
- Strong computer and analytical skills.
- Excellent customer service skills.
- Dependability with a strong work ethic.
- The ability to work harmoniously and communicate effectively with others, both orally and in writing.

### **Preferred Skills:**

- Courtroom experience in the federal judiciary is preferred.
- Familiarity with civil and criminal procedures.
- Knowledge of Case Management/Electronic Case Files (CM/ECF).

### **How to Apply:**

Qualified candidates are invited to submit a cover letter, resume, and an Application for Federal Judicial Branch employment. Application forms are located on the U.S. District Court website at [www.ilcd.uscourts.gov/employment](http://www.ilcd.uscourts.gov/employment).

Application packets should be sent in one PDF attachment to [keely\\_sprague@ilcd.uscourts.gov](mailto:keely_sprague@ilcd.uscourts.gov) on or before Friday, March 20, 2026.

The 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. More than one position may be filled from this announcement. Any such action may occur without prior written notice. Participation in the interview process will be at the applicant's own expense. The court will not pay relocation expenses. Only those applicants selected for an interview will be contacted. Promotion potential will be considered without further competition.

As a condition of employment, the selected candidate must successfully complete a background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to reinvestigation. Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. Applicants must be citizens of the United States or be eligible to work in the United States. Direct deposit of salary payments is mandatory.

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