



UNITED STATES DISTRICT COURT

Northern District of Illinois, Chicago

Human Resources Office, Room 1574
219 South Dearborn Street, Chicago, Illinois 60604
www.ilnd.uscourts.gov

NOTICE OF POSITION VACANCY

Date:	December 14, 2016	Grade Range:	CL 26-01 to CL 28-61
Job Announcement No.:	2017-10	Salary Range:	\$47,323- \$101,292
No. of Vacancies:	One	Closing Date:	December 28, 2016
Position Title:	Budget Officer		

Looking to start a rewarding career with great benefits! If this sounds appealing to you, the Court is now accepting applications for a Budget Officer. This is an excellent opportunity for an individual who is self-motivated with strong analytical skills. Serious consideration will be given to those who submit a cover letter, resume and application. To apply, please see "Notice to Applicants" listed below.

POSITION OVERVIEW

This position is located in the Clerk's Office of the United States District Court, Northern District of Illinois and reports to the Manager of Administrative Services.

POSITION DUTIES AND RESPONSIBILITIES

- Develops budget estimates to fund all operating costs of the Court using data analysis and conducts modeling based on different scenarios. Reviews, analyzes, and assists in preparing budget estimates and monitoring expenditures for Court.
- Presents the budget request to Court authorities, submits amendments and other supplemental information to the Administrative Office of the US Courts (A.O.) as required. Prepares justifications for spending categories, supplemental funding and the overall budget summary. Performs analysis of Court's spending including projections of current or proposed spending.
- Prepares and oversees the preparation of recurring reports of obligations and expenditures for managers.
- Develops local policy and procedures for budget administration within the Court, which establishes the budget cycle in terms of action dates on estimates, formats, required justification, and the like.
- Maintains oversight and approval documentation of annual budget call requests, appeals to allotments, supplemental funding requests, and intra-fund reprogramming requests.
- Prepares and submits a report on the status of the Court's funds to the A.O. on a monthly basis, as required. Maintains approved reports and any supporting documentation in a chronological file by fiscal year. Ensures accruals are calculated, documented, and processed monthly.
- Monitors, updates and reconciles payroll information. Monitors salary expenditures and prepares scenarios of future expenditures within budget constraints.
- Enters allotments or any adjustments to allotments in a financial database. Serves as the backup administrator for the Court's financial database.
- Initiates background investigation for new employees, contractors and jurors with Illinois State Police Department and provides documentation to Clerk of Court for review.
- Supervises the Administrative Specialist.
- Serves as administrator to the Criminal Justice Act (CJA) eVoucher System.

- Audits CJA vouchers for mathematical and technical accuracy. Follows the guidelines provided in the CJA plan for the Northern District of Illinois and the Guidelines for the Administration of the CJA.
- Serves as administrator of a web-based interface that transmits critical information to the A.O.
- Serves as Custodial Officer of non-automation equipment, responsible for monitoring and tracking all accountable property.
- Performs other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

The successful applicant should possess thorough knowledge of the budget process. Excellent organizational skills are required to project spending plans and to associate those plans with the anticipated size and workload of future years. The incumbent should be skilled in communicating financial information concisely and convincingly both in writing and orally. The incumbent must have progressively responsible experience that provides evidence that the applicant has a good understanding of the methods and processes for accomplishing the work of budgeting. The incumbent should also have the ability to analyze problems and assess the implications of the solutions, the ability to communicate both verbally and in writing with managers, attorneys and Judicial Officers, and the capacity to employ the knowledge, skills and abilities in the resolution of issues. The incumbent must be able to handle confidential matters professionally. A bachelor's degree in accounting, finance or business is desirable. Experience in federal finance and budgeting is preferred.

COMPENSATION

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. To qualify at the CL 26, applicants must have experience equivalent to work at the CL 25 level. To qualify at the CL 27, applicants must have experience equivalent to work at the CL 26 level. To qualify at the CL 28, applicants must have experience equivalent to work at the CL 27 level.

Work experience is viewed as progressively responsible business experience which is in or closely related to the work of the position. To receive credit for work experience, applicants must be able to demonstrate the knowledge, skill and ability to successfully perform the duties of the position.

EMPLOYEE BENEFITS

The United States District Court offers a generous benefits package to full-time, permanent employees, which includes:

10 Paid Federal Holidays

13 Days Paid Vacation (per year for the first three years)

20 Days Paid Vacation (after three years)

26 Days Paid Vacation (after fifteen years)

13 Days Paid Sick Leave

Medical, Dental, Vision Coverage

Life Insurance

(Benefits continued on the next page)

Thrift Savings Plan with matching funds (401k & Roth 401k style)

Participation in Federal Employees Retirement System (FERS-FRAE)

Health, Dependent, & Parking Reimbursement Programs

Public Transit Subsidy Program

Long-Term Care Insurance

Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees.

Access to an Infant Care and Toddler Care Center (onsite and near the building), and a Fitness Center (onsite) at a subsidized rate.

A Public Service Loan Forgiveness Program is available to certain full-time employees with qualifying student loans.

Further details regarding Federal benefits may be viewed at: [ILND Benefits](#).

NOTICE TO APPLICANTS

Serious consideration will be given to those who provide a cover letter, resume, and application. The application can be found on the U.S. District Court, Northern District of Illinois website at: [ILND Employment Application](#).

Please send your application materials in a single pdf file to: human_resources_ilnd@ilnd.uscourts.gov or fax to: 312-554-8674. Application materials must be received by the Human Resources Department by Wednesday, December 28, 2016.

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. citizens or eligible to work in the United States.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.