

ILLINOIS BOARD OF ADMISSIONS TO THE BAR

625 South College Street
Springfield, Illinois 62704
(217) 522-5917

NOTICE OF POSITION OPENING (UP TO 3)

Title: File Analyst
Location: Springfield, Illinois

Please email cover letter and resume to Carrie Homann: CHomann@ILBarAdmissions.org.

The Illinois Board of Admissions to the Bar (IBAB) seeks to expand its staff by hiring up to three (3) file analysts, depending on IBAB's needs at the time offers are extended. The file analyst position offers an opportunity to engage in interesting work with other dedicated staff members, in a friendly environment, housed in a unique workspace.

POSITION DESCRIPTION:

The File Analyst ultimately reports to the Director of Administration for IBAB, with day-to-day direction from three Deputy Directors.

In addition to other administrative and clerical duties, the File Analyst shares with several other File Analysts the duty and responsibility for processing, from time of receipt of materials to certification of eligibility to be sworn in, the entire Character and Fitness Registration Application for applicants seeking to be admitted as attorneys to the Bar of the Supreme Court of Illinois. After training, the File Analyst will possess knowledge of and comply with office rules, policies and procedures including: The Supreme Court of Illinois Rules Governing Admission to the Bar of Illinois; and The Board of Admissions to the Bar and the Committees on Character and Fitness of The Supreme Court of Illinois Rules of Procedure.

The File Analyst holds primary responsibility for each assigned applicant until the time of final file review, must ensure complete accuracy of information in the applicant file, and is the primary contact for each assigned applicant. The File Analyst Conducts background investigation of each assigned applicant including but not limited to education, employment, criminal, and credit. The File Analyst also assists with administration of the Uniform Bar Examination in Chicago for 5-6 days every February and July.

QUALIFICATIONS:

Education/Work Experience – (A) Bachelor's Degree or Associate's Degree (Bachelor's preferred) with one year of administrative or clerical experience; OR
(B) High School diploma or equivalent with three years of administrative or clerical experience.

Skills and Abilities –

- Excellent team player who can also work well independently and who possesses ability to self-monitor, with excellent time management skills and ability to comply with strict work deadlines
- Possesses good judgment and ability to ensure strict confidentiality of applicant information

- Excellent oral, written, and keyboarding/data entry skills (minimum 50 words per minute)
- Ability to compose intelligent, professional communications including extensive proofreading; possesses good problem-solving skills and is detailed oriented
- Excellent alphabetical filing skills and ability to create and maintain electronic and physical filing systems
- Familiarity with all office machines including desktop computer, laptop computer, phone system, facsimile, printers, scanners, and copiers
- Excellent knowledge of computer software programs including Outlook, Microsoft Word, Adobe PDF, Power Point, Excel and the Internet

Other Requirements –

- Available for occasional early morning and late evening hours while preparing bar examination related documents and other documents for timely completion, and in response to court-established deadlines for character and fitness certifications
- Available to travel to Chicago for 5-6 days to administer the Uniform Bar Examination every February and every July
- Reliable transportation for in-office work and reliable internet access for occasional remote work

COMPENSATION:

Competitive, including participation in excellent health benefit plans as well as tax-advantaged, deferred compensation retirement plan. The employing agency, while under the authority of the Illinois Supreme Court, is not a state agency, and compensation is determined by the Board of Admissions to the Bar with the Court's approval.