

**17TH JUDICIAL CIRCUIT COURT
WINNEBAGO COUNTY**

NON BARGAINING UNIT VACANCY:

**CASE DOCKET COORDINATOR/RESOURCE COORDINATOR
DOMESTIC VIOLENCE COORDINATED COURT**

WAGES: \$16.00-18.00/hr, dependent upon experience (Grant Funded)

HOURS: Full-time – 38 hours per week

BENEFITS: Vacation, Personal Leave and Holiday Pay
IMRF Pension, Life and Health Insurance Eligible

SUMMARY OF RESPONSIBILITIES:

The 17th Judicial Circuit Court is accepting applications for a Civil Case Docket Coordinator/Resource Coordinator for the Winnebago County Domestic Violence Coordinated Courts Division (DVCC). Duties include working directly with the Domestic Violence Coordinated Courts Division to implement the Domestic Violence Coordinated Courts model and assisting judicial staff with docket coordination and compliance monitoring in the DV civil court for domestic violence order of protection respondents ordered to participate in a Partner Abuse Intervention Program; attending and assisting in all DVCC order of protection (OP) plenary dockets and compliance dockets; coordinating communication, referrals, and collaboration with community program providers; working collaboratively with stakeholders as part of a coordinated community response, including the development of a coordinated network of referrals for victims; regular collaboration with Remedies Domestic Violence advocates, the Clerk's office, and Civil Process; ongoing data collection; and all other duties as directed and/or assigned by the Project Manager or Presiding Judge.

POSITION REQUIREMENTS:

Applicants must possess a background in the areas of domestic violence, sexual assault, and/or elder abuse or have experience in the area of family law. At a minimum, applicants must have successfully completed a bachelor's degree. Studies and other related experience in law, domestic violence, and/or social work given preference. Excellent writing skills, experience with computer programs, data collection, and statistics desired. Applicants must submit to a background check and fingerprinting process and agree to comply with the 17th Judicial Circuit Court's Code of Professional Conduct. The selected applicant will be personally responsible for the payment of all fees and/or costs associated with maintaining any professional licenses and/or continuing education requirements.

GRANT FUNDING ADVISEMENT:

This position is funded by Justice for Families Program Grant 2015-FJ-AX-0018 from the United States Department of Justice, Office on Violence Against Women. Funding for this position is awarded through September 30, 2018; however, continued funding may become available based on program results. Acceptance of this position shall not be construed as a guarantee of employment beyond the grant funded period.

APPLICANTS SHOULD SEND RESUME AND COVER LETTER ELECTRONICALLY TO:

**SIERRA KELLEN
SKELLEN@17THCIRCUIT.ILLINOISCOURTS.GOV**

POSTED: June 27, 2017

EXPIRATION: July 7, 2017

EQUAL OPPORTUNITY EMPLOYER