

17TH JUDICIAL CIRCUIT COURT

NON-BARGAINING UNIT VACANCY:

PROBLEM-SOLVING COURTS SENIOR LEVEL DATABASE ASSISTANT

SALARY: \$16.00 per hour, plus benefits

HOURS: 8:00 A.M. TO 5:00 P.M.
Monday – Friday

LOCATION: Winnebago County Courthouse, 400 West State Street, Rockford, Illinois 61101

SUMMARY OF RESPONSIBILITIES:

The Seventeenth Judicial Circuit is accepting applications for the position of Problem-Solving Courts Senior Level Database Assistant. The Senior Level Database Assistant will work under the direct supervision of the Problem-Solving Courts Administrator and act as an intermediary and facilitator between the Problem-Solving Courts Administrator and the Database Assistants. Responsibilities include the generation of data reports for grant reporting, ensuring the integrity of program data, preparing and attending staffing meetings as a coordinator, organizing team meetings and trainings, court scheduling, seeking grant funding opportunities, and special projects for program improvement. This position will assist with grant administration, scheduling and communication with program stakeholders, processing of program referrals and court orders; monitoring high volumes of information exchanges, and producing statistical information for program data reports. This position requires the handling of documents, information and records of a highly confidential nature.

Job responsibilities also include secretarial duties such as word processing, reception, telephone, filing, etc. Originates, develops and implements clerical and office procedures from general policies and performs other duties as assigned by the Trial Court Administrator and Problem-Solving Courts Administrator.

POSITION REQUIREMENTS:

Associate's degree or equivalent from two-year college; or two years of closely related experience; or equivalent combination of education and experience. Problem-solving court knowledge and experience is ideal. Applicants must possess strong organizational, analytical, interpersonal and communication skills and demonstrate experience with word processing, database software programs, and secretarial practices and procedures. Experience in Word, Excel, Adobe Acrobat, Access and Outlook is required. Must be able to work independently on delegated administrative tasks and maintain punctuality. Knowledge and experience with other software programs, data analytics, and court systems is preferred. Ability to maintain confidentiality is essential.

HOW TO APPLY:

Send a resume and cover letter to:

THOMAS R. JAKEWAY, TRIAL COURT ADMINISTRATOR
17TH JUDICIAL CIRCUIT COURT
400 WEST STATE STREET, ROOM 215
ROCKFORD, ILLINOIS 61101
tjakeway@17thcircuit.illinoiscourts.gov

Be advised that all offers of employment are conditional, subject to a satisfactory background review and medical examination, including drug testing.

POSTED: 1/30/2018

EXPIRATION: 2/13/2018

AN EQUAL OPPORTUNITY EMPLOYER