

# 17TH JUDICIAL CIRCUIT COURT

## NON-BARGAINING UNIT VACANCY:

### PROBLEM-SOLVING COURTS DATABASE ASSISTANT

**SALARY:** \$13.45 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 Database Assistant. This position requires the handling of documents, information and records of a highly confidential nature. Under the supervision of the Problem-Solving Courts Administrator this position is responsible for entering data and maintaining databases related to Problem-Solving Courts and grant related programs; preparation for problem-solving courts staffing and hearings; scheduling and communication with program stakeholders; assistance with the processing of program referrals and court orders; monitoring high volumes of information exchanges, and producing statistical information for program data reports.

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:

High school diploma required. Associate's degree or equivalent from two-year college; or two years of closely related experience; or equivalent combination of education and experience preferred. 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  
17<sup>TH</sup> JUDICIAL CIRCUIT COURT  
400 WEST STATE STREET, ROOM 215  
ROCKFORD, ILLINOIS 61101

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

#### GRANT FUNDING ADVISEMENT:

This position is funded by an Adult Redeploy Illinois Grant 199009 through the Illinois Criminal Justice Information Authority.

POSTED: 9-6-2018

EXPIRATION: 9-20-2018

**AN EQUAL OPPORTUNITY EMPLOYER**