

EMPLOYMENT VACANCY NOTIFICATION  
17<sup>TH</sup> Judicial Circuit  
Department of Court Services

DEPUTY DIRECTOR OF COURT SERVICES  
ADULT DIVISION

Open: December 23, 2013

Hours: To be discussed  
At interview

Job Responsibilities:

Plans, implements, and directs programs for staff in the Adult Probation Division in accordance with AOIC guidelines, evidence-based trends in probation, and the directives of the Director of Court Services and the Chief Judge of the 17<sup>th</sup> Judicial Circuit. Facilitates and evaluates changes to departmental policies. Meets regularly with Adult Division supervisors to assess and develop the department initiatives and procedures. Hires, trains and supervises staff of Probation Officers. Compiles statistics as required by AOIC and the Director of Court Services. Maintains a positive working relationship with the AOIC Field Representative and the state's Director of Probation. Responsible for providing information regarding new initiatives, departmental policy changes, etc. to the 17<sup>th</sup> Circuit Judiciary, State's Attorney's Office, Public Defender's Office and the Court Administrator's Office. Maintains effective working relationships with community service providers and other agencies and collaborates on new programming. Performs other duties as directed by the Director of Court Services.

Job Requirements:

- a) A Master's Degree in management, public administration, criminal justice, or social services, and three or more years employment in Probation/Court Services, at least two of which are at a supervisory or administrative level
- b) A Bachelor's Degree and five or more year's employment in Probation/Court Services, at least three of which are at a supervisory or administrative level.
- c) Extensive experience and knowledge of probation standards and evidence-based trends in probation.
- d) Extensive knowledge of the court system.
- e) Extensive knowledge of the specialized units in the Adult Division and any associated grants.
- f) Flexibility and adaptability in regard to changing directives from the AOIC, the judiciary, or the Director of Court Services.

- g) Creativity as dictated by new program implementation and staffing changes.
- h) Excellent communication and interpersonal skills: must be able to be assertive, direct and diplomatic.

  
Dennis J. Meyers, Director  
Department of Court Services

Submit Resume To: Dennis J. Meyers  
Director, Department of Court Services  
403 Elm St.  
Rockford, IL 61101

Date Posted 12-12-13