

## **17<sup>th</sup> JUDICIAL CIRCUIT COURT OF ILLINOIS**

NON-BARGAINING UNIT VACANCY: **DIRECTOR OF COURT SERVICES**

SALARY RANGE: **\$71,044 – \$106,566**

LOCATION: The 17<sup>th</sup> Judicial Circuit encompasses Winnebago and Boone Counties and is located in North Central Illinois.

### POSITION RESPONSIBILITIES:

- Under the direction and supervision of the Chief Judge, the position's role is responsible for the planning, organization and direction of the work of the Adult and Juvenile Probation Divisions in Winnebago County, the Winnebago County Juvenile Detention Center, and the Boone County Probation Department.
- The Court Services Department employs 120 full-time and 20 part-time employees and the budget totals just over eight (8) million dollars.
- Duties include budget preparation and oversight, personnel selection, training, organization and oversight, program planning, development, implementation and evaluation, grant writing, and policy and procedure development.
- Provides the Judiciary with complete and timely information.
- Represents the Department of Court Services in contract negotiations.
- Maintain a positive working relationship with Administrative Office of Illinois Courts.
- Additional duties as deemed necessary.

### ELIGIBILITY REQUIREMENTS AND CRITERIA:

- Master's Degree in management, public administration, criminal justice, or social services, and five or more year's employment in Probation/Court services, at least three of which are at a supervisory or administrative level.
- Bachelor's Degree and seven or more year's employment in Probation/Court Services, at least four of which are at a supervisory or administrative level.
- Possess knowledge of adult, juvenile and detention probation operations.
- Must be able to demonstrate leadership skills, have excellent organizational and time management skills.
- Excellent communication and interpersonal skills; must be assertive, direct and diplomatic.
- Must be aware of and able to articulate current criminal justice concepts and philosophies.
- Must be familiar with evidence-based practices and principles.

### HOW TO APPLY:

- Please submit cover letter and resume on or before December 20, 2013 to:

**Joseph G. McGraw, Chief Judge**  
**17<sup>th</sup> Judicial Circuit**  
**400 W. State St., Room 215**  
**Rockford, IL 61101**

**POSTED: 12-13-2013**

**EOE**

**EXPIRES: 12-20-2013**