

17th JUDICIAL CIRCUIT COURT OF ILLINOIS

NON-BARGAINING UNIT VACANCY: DEPUTY COURT ADMINISTRATOR

FULL-TIME POSITION WITH WINNEBAGO COUNTY BENEFITS

SALARY RANGE: \$48,000 – \$55,000 per year.

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

POSITION RESPONSIBILITIES

Under the direction/supervision of the Chief Judge and Trial Court Administrator, the Deputy Court Administrator aids in the daily administration of circuit-wide trial court operations. Primary responsibilities include:

- Comprehensive planning and support of assigned court programs and special projects.
- Assisting in the research, development and implementation of various court rules, policies and procedures.
- Assisting with technology and information management, including court and case management systems updates, scheduling and user trainings.
- Maintaining statistics and reports regarding court operations and programs.
- Acting as a liaison with various departments involved in the Illinois Court System, County and State Offices, community organizations, service providers, and news media organizations.
- General work hours are M-F, 8:00 am – 5:00 pm; however, there may be occasions when working outside these hours including evenings and weekends will be expected.
- Related duties as assigned by the Chief Judge and Trial Court Administrator.

ELIGIBILITY REQUIREMENTS

An applicant for this position must possess:

- A Bachelor's Degree, preferably in administration, management, criminal justice or a closely related field from an accredited college or university.
- Three years of administrative or management experience. Probation, community corrections and/or human resources experience is desired.
- General knowledge on the structure Illinois Courts and familiarity with the progression of various case types through a trial court.
- Excellent interpersonal, organizational, and time management skills.
- Demonstrated proficiency in drafting written correspondence and verbal communications. Maintaining confidentiality is required.
- Familiarity with modern computer technology and basic software applications, including Microsoft Office and Microsoft Outlook.
- A valid driver's license and have ability to travel to surrounding counties.

Final candidates may be asked to complete a criminal background check.

HOW TO APPLY:

- Please submit cover letter and resume on or before February 7, 2014 to:

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

POSTED: 01-24-2014

EOE

EXPIRES: 02-07-2014