

May 10, 2024

JOB VACANCY ANNOUNCEMENT

**ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS
3101 Old Jacksonville Road
Springfield, IL 62704**

Applicant may be required to submit additional material or complete job specific tests for this position.

POSITION:	Court Services Program Assistant
DIVISION:	Court Services Division, Springfield
SALARY:	\$42,959, commensurate with experience
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
HOURS OF WORK:	8:30 a.m. – 5:00 p.m.
REPORTING RELATIONSHIP:	Court Services Manager

ESSENTIAL DUTIES: The Court Services Program Assistant performs administrative and analytical support duties for program staff.

FUNCTIONS INCLUDE:

- Proficiency in Microsoft Word, Excel, Outlook and Access (preferred).
- Assists staff in preparation and coordination of meeting and training logistics and materials, organization of webinar training sessions, and arrangement of travel schedules.
- Provides administrative and analytical support with data collection and maintaining databases.
- Composes and prepares correspondence and memos.
- Assists in the preparation, distribution and collection of quarterly and annual reports.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE: A minimum of two years of office experience operating a personal computer and database software or education to an equivalent of an Associate's degree in a related field is required.

Candidate must possess working knowledge of specialized personal computer applications (i.e. word processing, spreadsheets, and databases); ability to compile information, review data, and prepare reports according to established guidelines and detail reporting procedures; records management skills; strong written and oral communication skills; excellent organizational and interpersonal skills; ability to work independently and organize multiple tasks and assignments to meet required deadlines; and must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

PHYSICAL REQUIREMENTS: This position requires the ability to sit for extended periods of time. This is a normal office working environment requiring telephone usage and the ability to process written

documents. Applicant must have the ability to travel, including overnight stays as required.

Interested individuals should submit - via email - a letter of interest, resume, and completed [Judicial Branch Employment Application](#) to:

courtempoyment@IllinoisCourts.gov

This position will remain open until filled. However, those individuals submitting materials by Friday, May 31, 2024 will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER