

December 7, 2022
JOB VACANCY ANNOUNCEMENT

24th Judicial Circuit Court
Washington County Judicial Center
125 E. Elm
Nashville, Illinois 62263

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

POSITION:	Trial Court Administrator
DIVISION:	24th Judicial Circuit Court
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.
SALARY:	Starting at \$71,737 per year; commensurate with experience

ESSENTIAL DUTIES: Under general policy direction from the Chief Judge, the Trial Court Administrator (TCA) plans and oversees the supervision of non-judicial personnel, caseload management, jury management, space management, court related budget management, and coordination of the court's daily administrative affairs.

Functions include:

- Recruits, trains, and supervises all non-judicial court-related personnel on state and county payrolls.
- Responsible for administering personnel policies and procedures as applicable to non-judicial state-paid and county-paid employees.
- Responsible for the fiscal management of the trial court operations, including budget preparation and administration, payroll, purchasing, and audit functions.
- Prepares and analyzes pending caseloads statistics to improve case processing efficiency.
- Responsible for maintaining effective systems for records storage, document preparation, and legal research.
- Responsible for developing and administering adult probation, juvenile probation, and juvenile detention programs.
- Serves as a liaison between the Chief Judge, Administrative Office of the Illinois Courts, the Probation Department(s), local government units, and community service organizations.
- Develops and implements long range equipment and facility plans, maintains property control records, conducts physical inventories, and ensures the Court's equipment is properly maintained.
- Responsible for court security plan.
- Serves as a representative of the court in media relations, develops public information programs, press releases, etc.
- Oversees management of the jury commission. Includes supervising and directing on the Court's behalf, the calling and handling of petit and grand jurors ensuring economical and expeditious disposition of court cases.

- Directs the preparation of the annual report to the court and to the public, including recommendations for more expeditious disposition of the business of the court.
- Performs other duties as assigned.

EXPERIENCE, EDUCATION, AND TRAINING REQUIREMENTS: A Bachelor's degree in management, public administration, criminal justice, or a related field and five (5) years' experience in a court or other governmental or private sector service organization. A Master's degree in public administration, business administration, or a related field may be substituted for the experience.

Candidates must possess a working knowledge of laws and statutes as they relate to the operations of the court system; ability to work effectively with a large number of people internally and with the public; working knowledge of the functions, organization, and governing regulations of the court system; proven analytical skills and experience in planning and implementing a budget; strong written and oral communication skills, including the ability to plan, organize and manage employees; knowledge of automated record systems; and 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. Applicant must have the ability to travel to surrounding counties. This is a professional office working environment requiring telephone usage and ability to process written documents.

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

courtempoyment@illinoiscourts.gov

Applicant's information must be received no later than December 23, 2022.

EQUAL OPPORTUNITY EMPLOYER