

**August 19, 2024**

**JOB VACANCY ANNOUNCEMENT**

**ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**

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

<b>POSITION:</b>	Juvenile Justice Court Specialist
<b>DIVISION:</b>	Courts, Children and Families Division – Springfield or Chicago
<b>SALARY:</b>	\$71,132, commensurate with experience
<b>BENEFITS:</b>	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.
<b>HOURS OF WORK:</b>	8:30 a.m. – 5:00 p.m.
<b>REPORTING RELATIONSHIP:</b>	Director, Courts, Children and Families & Court Improvement Program

**ESSENTIAL DUTIES:** The Juvenile Justice Court Specialist performs professional, advanced level statewide coordination and provides subject matter expertise on best practices to judicial officials on juvenile justice court related matters. This position develops, coordinates, and administers various projects to establish best practices, training and resources for judges and other justice partners related to the juvenile justice system. This position will also work closely with the Courts, Children and Families Dual Status Youth Specialist and the AOIC Probation Services Division.

**FUNCTIONS INCLUDE:**

- Conduct research and develop best practices for the coordination between the circuit court judges, the Administrative Office, judicial committees, court personnel throughout the state, and other parties involved in the juvenile justice system.
- Assist with review and monitoring of juvenile justice court related proposed legislation and assist with drafting recommended change or course of action.
- Collect qualitative and quantitative data related to youth involved with the juvenile justice system.
- Develop training curriculum for the judiciary and other justice partners.
- Provide and participate in training and educational conferences of judges and justice partners throughout the state.
- Serve as an informed resource and identify approaches for courts to assist in addressing racial disparities and disproportionately of youth involved in the juvenile justice system.
- Attend and participate in conferences, meetings and committees as a Courts, Children and Families Division representative.
- Provide staff support to judicial committees, coordinate meeting time and place with members, prepare meeting agenda and materials, document minutes of meeting, and perform any other required support.
- Conduct research and develop judicial branch grant applications to support statewide and/or individual courts.
- Perform other duties as assigned.

**EDUCATION AND EXPERIENCE:** A minimum of three years' experience working in the juvenile justice system and graduation from an accredited college or university with a bachelor's degree in social sciences, social work, public administration, criminal justice or related field. The ideal candidate will have awareness, skill and/or experience with addressing racial disparities and disproportionately of youth involved in the juvenile justice system.

Preference will be given to candidates with the ability to plan, develop, implement, coordinate, and evaluate statewide programs and correspond best practices; to work effectively on multiple projects and coordinate program logistics under tight deadlines; to serve effectively as facilitator at group meetings to identify training needs; to assess the skills of potential presenters and select who will provide a stimulating and intellectually rewarding training experience for participants; to prepare clear and concise reports; and to communicate effectively, verbally and in writing.

**PHYSICAL REQUIREMENTS:** This position requires the ability to sit for extended periods of time. This is a professional office working environment requiring telephone usage and the ability to process written documents. Applicant must have the ability to travel and 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. Occasional overnight travel is required.

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

[courtempoyment@illinoiscourts.gov](mailto:courtempoyment@illinoiscourts.gov)

**This position will remain open until filled. However, those individuals submitting materials by September 9, 2024, will be given first consideration.**

**EQUAL OPPORTUNITY EMPLOYER**