

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:	\$43,818, 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