

**May 24, 2024**

**JOB VACANCY ANNOUNCEMENT**

**Alternative Dispute Resolution Center  
415 Washington St Suite 106  
Waukegan, IL 60085**

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

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| <b>POSITION:</b> | <b>Mandatory Arbitration Administrator</b>   |
| <b>DIVISION:</b> | <b>19<sup>th</sup> Judicial Circuit Court</b>  |
| <b>BENEFITS:</b> | <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> |
| <b>HOURS:</b>    | <b>8:00 a.m. – 4:30 p.m.</b>   |
| <b>SALARY:</b>   | <b>Minimum: \$62,355 - commensurate with experience</b>  |

**ESSENTIAL DUTIES:** The Mandatory Arbitration Administrator is primarily responsible for the overall function of the Alternative Dispute Resolution Center and other Alternative Dispute Programs adopted by the 19<sup>th</sup> Judicial Circuit.

**FUNCTIONS INCLUDE:**

- Plans for the development or enhancement of the program by initiating and participating in planning sessions with supervising judge, chief circuit judge, and/or court administrative personnel, and AOIC staff.
- Consults with administrators in other court annexed mediation and arbitration programs to discuss their program and to obtain ideas for tailoring the program to the needs of the circuit court. After approval of program, develops operational plans, implements plans and procedures, and develops program evaluation techniques to measure the effectiveness of the plan.
- Reviews and approves payroll reports and expenditure vouchers to ensure compliance with AOIC policies and procedures.
- Supervises, schedules, assigns, and reviews the work of office staff providing administrative assistance and/or secretarial/clerical support.
- Addresses questions that arise during hearings; arranges for supervising judge to hear any motions presented during the hearings beyond the scope of arbitrator's authority.
- Confers with supervising judge regarding problems with case files and confers with attorneys, arbitrators, and mediators to resolve problems prior to hearings; responds to questions from attorneys and staff concerning court files.
- Applies caseflow management techniques to ensure cases progress to final disposition in a timely manner; monitors cases at various stages in the process to ensure that cases are moving efficiently through the system; takes action when necessary to improve efficiency.
- Identifies need for and establishes report formats; prepares and analyzes statistical reports used to determine the effectiveness of the program; analyzes reports and either recommends or takes action necessary to improve the program.
- Recruits and assists in the training of arbitrators and mediators by soliciting interest in the program

through personal and written communications, planning and organizing training seminars, and updating training manuals.

- Keeps the community informed regarding the court annexed mediation and arbitration programs by making presentations to bar associations, law schools, judicial conferences, and community groups.
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- Performs other duties as required or assigned by the chief circuit judge, supervising judge, executive director, or director of judicial operations.

**EXPERIENCE AND EDUCATION:** Minimum of four (4) years of experience in a court or other governmental or private sector service organization as an administrator and a bachelor's degree in management, political science, public administration, or a related field preferred; a master's degree in court or public administration may be substituted for the experience.

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

**APPLICATION PROCESS:** Applicants interested in applying for this position should submit a resume, cover letter and references to:

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

**Applicant's information must be received by Friday, July 5, 2024.**

**EQUAL OPPORTUNITY EMPLOYER**