



Administrative Office of the Illinois Courts

The AOIC is currently accepting applications for

DIRECTOR, HUMAN RESOURCES

The Administrative Office of the Illinois Courts seeks a strategic, collaborative, and experienced human resources executive to serve as the Director of Human Resources, located in Chicago or Springfield, Illinois. The Director of Human Resources provides leadership and oversight for all facets of human resources administration, including workforce strategy, employee relations, recruitment, compensation, compliance, organizational development, and professional leadership initiatives in support of the mission and operational goals of the Illinois Judicial Branch. Applications will be accepted through Monday, July 6, 2026. The Illinois Judicial Branch is an Equal Opportunity Employer and invites all qualified and interested candidates to apply.



AOIC LOCATIONS

3101 Old Jacksonville Road
Springfield, IL 62704
Phone: (217) 558-4490

222 N. LaSalle St. 13th floor
Chicago, IL 60601
Phone: (312) 793-3250

DIRECTOR, HUMAN RESOURCES DIVISION

Essential Functions: The Director of Human Resources will provide strategic leadership and direction for all facets of human resources management and will serve as a member of the Administrative Director's Executive Leadership Team, participating in institutional planning and leadership development initiatives. The position is responsible for identifying operational gaps and prioritizing opportunities to streamline, integrate, and improve HR systems, processes, and workflows to support organizational effectiveness and operational excellence.

The Director of Human Resources oversees the administration of Illinois Supreme Court human resources policies, rules, systems, and programs, including classification and compensation, recruitment, hiring, selection, promotion, Equal Employment Opportunity reporting, performance management, personnel records and transactions, workers' compensation, unemployment benefits, timekeeping and leave benefits administration, employee conduct standards, and professional development. The position also advises judges and managers on complex employee relations and personnel matters and applies existing and emerging labor and employment laws to ensure compliance and minimize organizational risk.

Additional responsibilities include conducting workplace investigations involving allegations of misconduct, discrimination, harassment, retaliation, ensuring appropriate documentation and resolution; serving as the branch's Ethics Officer; reviewing employee accommodation requests and directing the interactive process; overseeing compensation and classification reviews and making recommendations; developing and monitoring HR metrics, workforce analytics, and operational reports to support strategic planning; and leading professional and leadership development, and employee engagement initiatives designed to strengthen workforce retention and organizational performance. The Director of HR will also perform other duties as assigned.

Candidate Qualifications: Candidates must hold a master's degree in a field related to the position and have a minimum of 10 years of dedicated professional HR experience, with at least 7 years at a leadership level of responsibility within a large, complex organization; strong interpersonal and communication skills; knowledge of HR computerized information systems, and proven skill and ability encompassing all aspects of human resources management, including but not limited to conflict resolution, performance coaching and management, diversity and inclusion recruitment strategies, employee relations, wellness programs, regular compensation reviews and management, and effective complaint investigations, shaped by best practice and experience.

Knowledge of prevailing and trending employment law and related issues and the ability to quickly acclimate to the needs and goals of the judicial system is also required.

The successful candidate will be an ethical and skilled problem-solver with the ability to perform and manage all human resources functions while productively managing staff performance and competing priorities, with the proven ability to effectively support, guide, and address management prerogatives and obligations, including advice to supervisory judges and court administrators, while also being appropriately responsive to concerns from employees, within a framework that honors both empathy and accountability.

Candidates' prior experience should demonstrate evidence of the ability to interact effectively and productively with individuals at all levels of the organization, through a combination of exceptional communication skills, diplomacy, dignity, and respect for the conventions of the courts. A juris doctor degree is preferred.

Candidates must have the ability to travel throughout the state including overnight stays as required. Limited and occasional hybrid work option possible.

Compensation and Benefits: Minimum starting salary of \$146,513; to be commensurate with experience. Click here for a [Benefits Information Sheet](#).

Application Process: Interested candidates should submit a letter of interest, resume, writing sample, and completed [Judicial Branch Employment Application](#) to:

courtempoyment@IllinoisCourts.gov

Applications received by Monay, July 6, 2026, will receive first consideration.

EQUAL OPPORTUNITY EMPLOYER





ABOUT THE COURTS IN ILLINOIS

The **Supreme Court**, the highest tribunal in Illinois, has seven justices, elected from the five judicial districts for a term of ten years. Three justices are elected from the First District (Cook County), and one from each of the other four districts. The Supreme Court has general administrative and supervisory authority over all courts in the state. This authority is exercised by the Chief Justice with the assistance of the AOIC Administrative Director and staff appointed by the Supreme Court. The Supreme Court hears appeals from lower courts and may exercise original jurisdiction in cases relating to revenue, mandamus, prohibition or habeas corpus.

The **Appellate Court** hears appeals from the Circuit Courts. There are five districts of the Appellate Court, and judges are elected for a term of ten years. The number of appellate court judgeships, currently fifty-seven, is determined by the legislature. The Supreme Court can assign additional circuit, appellate or retired judges temporarily to any district. Each judge has a support staff of two law clerks and a secretary. The 1st District meets in Chicago; Elgin is the seat of the 2nd District; Ottawa, the 3rd; Springfield, the 4th; and Mount Vernon, the 5th.

The Unified Trial Court in Illinois is the **Circuit Court** comprised of circuit and associate judges. The state is divided into 25 judicial circuits, each having one chief judge elected by the circuit judges. The chief judge has general administrative authority in his or her circuit, subject to the overall administrative authority of the Supreme Court. Circuit judges may hear any case assigned to them by the chief judge. Associate judges may not preside over criminal cases in which the defendant is charged with an offense punishable by imprisonment for one year or more (felonies), unless approval is received by the chief judge. Circuit judges are elected for a term of six years; associate judges are appointed by the circuit judges in accordance with Supreme Court rules for a term of four years.

AOIC ADMINISTRATIVE DIRECTOR, MARCIA M. MEIS



Marcia M. Meis was appointed Administrative Director of the Administrative Office of the Illinois Courts on August 1, 2017. Ms. Meis is a graduate of the University of Missouri (Bachelor of Journalism) and DePaul University College of Law. After working briefly in private practice, Ms. Meis served as an Illinois Appellate Court law clerk for several years before joining the AOIC as an Executive Office Attorney in 1999. She subsequently served as Chief Legal Counsel before becoming AOIC Deputy Director in 2014.

In accordance with Article VI, section 16 of the Illinois Constitution, the Supreme Court appoints the Administrative Director who serves at its pleasure to assist the Chief Justice in his or her duties. In addition to these administrative duties, the AOIC Administrative Director serves as an *ex officio* member of the Illinois Judicial Conference, the Illinois Judicial College, and the Supreme Court Historical Preservation Commission.



DIVISIONS WITHIN THE AOIC

The **AOIC Executive Division** is comprised of the AOIC Administrative Director, Chief of e-Business and Data Strategies, Chief of Policy and Government Affairs, Chief of Finance and Operations, Chief Legal Counsel, Special Advisor and Chief Diversity & Inclusion Officer, Statewide Behavioral Health Administrator, and other legal and administrative staff. Under the AOIC Administrative Director's leadership, the Executive Office is responsible for reviewing, approving, coordinating, and guiding operations of the AOIC divisions and serves as a central resource for a wide range of operational issues that impact the administration of the Illinois judicial branch.

The **Office of Communications and Public Information** manages internal and external communications, including media relations and public information, as well as advances outreach efforts for the Illinois Supreme Court and the AOIC.

The **Court Services Division** is composed of the Special Programs Unit, the Recordkeeping and Technology Unit and those efforts directly under the Director, Court Services. The Division acts as a court knowledge and research arm, regularly interfacing with judges, circuit clerks and trial court administrators.

The **Courts, Children and Families Division** supports the administration of justice by delivering quality education, training, technical assistance, and fostering collaborative relationships with court stakeholders to ensure the safety, stability, and well-being for Illinois children and families involved in the court system.

The **Access to Justice Division** works to advance accessible, responsive, fair, inclusive, safe, unbiased, and welcoming Illinois state courts. The Division's work is grounded in the principle that all individuals, regardless of income, language, disability, or representation status, should be able to meaningfully participate in court processes and experience equitable treatment throughout the justice system. The Division also supports strategic planning for the state judicial branch through the work of the Illinois Judicial Conference.

The **Probation Services Division** provides services to the Chief Judges and their probation staff in the 25 judicial circuits within Illinois. The Division's training, monitoring, standards setting, and technical assistance activities extend to all aspects of the administration and operation of the 70 local probation departments or districts within the state.

The **Judicial College Division** provides comprehensive and educational programs and professional training to the state's judges and judicial branch employees as well as identifies, coordinates, designs and develops judicial education curricula and resources for the benefit of Illinois judges and those that aid the court in the administration of justice.

The **Judicial Management Information Services Division** provides technology and technological support to the offices and staff of the Illinois Supreme and Appellate Courts, Supreme Court supporting units and all divisions with the AOIC and mandatory arbitration offices. JMS also supports technology initiatives in the circuit courts, including remote hearings and digital recording systems.

The **Financial Division** is responsible for overseeing the financial operations of the judicial branch through its three operational units: the Payroll Unit, the Accounting Unit, and the Fiscal Unit.

The **Facilities Management Division** serves as the central distribution and shipping center for the AOIC, produces printed manuals and publications, manages office supply inventories, coordinates equipment and furniture transfers, and maintains records of state-owned Illinois judicial branch property.

The **Human Resources Division** is responsible for providing personnel services, EEO reporting, performance management functions, maintaining attendance records and leave benefits for the judicial branch and administering their classification and compensation plan, as well as managing Judicial Branch employment recruitments.



HUMAN RESOURCES DIVISION

The Human Resources Division provides employee and labor relations support to state-paid judicial branch employees and managers. Among other duties, Division staff maintain comprehensive attendance and leave records for all judicial branch personnel covered by the Supreme Court's Leave of Absence Policies and assist individuals with questions regarding the Supreme Court's personnel policies. The Division also works with judicial branch employees and managers in administering the judicial branch's classification and compensation plan, as well as the performance evaluation process. The Staff also assist judicial branch managers in the recruitment, selection and promotion process. Additionally, the Division administers the annual sexual harassment prevention training and is responsible for EEOC reporting, and dissemination of economic interest statements required under the Illinois Code of Judicial Conduct (2023) Canon 3, Rule 3.15. Worker's compensation and unemployment claims are also managed by the Human Resources Division.

The Human Resources Division is currently comprised of the following:

- Director, Human Resources
- Deputy Director, Human Resources
- Human Resource Manager
 - Senior Human Resources Generalist
 - Human Resources Generalist
 - Human Resources Generalist
 - Human Resources Generalist
 - Operations Specialist
 - Human Resource Assistant



Chicago at a Glance

Population: **2,731,585** 2025 Population Estimates

Land Area: **227.73** square miles

Households: **1,160,205** housing units, 2020-2024 Estimates

Median Household Income: **\$77,902** (in 2024 dollars), 2020-2024

Source: <https://www.census.gov>



CHICAGO, ILLINOIS

Chicago is the state's largest and the country's third most populous city. In addition, the greater Chicagoland area—which encompasses northeastern Illinois and extends into southeastern Wisconsin and northwestern Indiana—is the country's third largest metropolitan area and the dominant metropolis of the Midwest. (Encyclopedia Britannica)

As a multicultural city that thrives on the harmony and diversity of its neighborhoods, Chicago today embodies the values of America's heartland—integrity, hard work and community and reflects the ideals in the social fabric of its 77 distinct neighborhoods.

Chicago is a leader in reforming public schools, enhancing public safety and security initiatives, providing affordable housing in attractive and economically sound communities, ensuring accessibility for all and fostering social, economic and environmental sustainability. (www.cityofchicago.org)

“Eventually, I think Chicago will be the most beautiful great city left in the world.” - Frank Lloyd Wright

Chicago is a celebrated melting pot and home to:

- 77 community areas
- 100 neighborhoods
- 26 miles of open lakefront
- 29 beaches
- 8 major league sports teams, including two MLB teams
- 32 museums
- More than 7,300 restaurants
- 600 parks
- 303 miles of bike lanes
- 70 nature and bird sanctuaries
- 36 annual parades
- 40 annual film festivals
- 74 music festivals
- 200 professional dance companies
- More than 200 theaters
- 400+ individual film and TV productions



Springfield at a Glance
Population: 112,949 , 2024 Population Estimates
Land Area: 61.14 square miles
Households: 51,040 housing units, 2020-2024 Estimates
Median Household Income: \$66,064 (in 2024 dollars), 2020-2024
Source: https://www.census.gov

SPRINGFIELD, ILLINOIS

Springfield, the state capitol, is centrally located in Illinois approximately 200 miles southwest of Chicago and 100 miles northeast of St. Louis.



Springfield was home to our nation's sixteenth President, Abraham Lincoln, from 1837—1861, when he moved into the White House. Lincoln served his last term in the legislature (1840–41), practiced before the state Supreme Court, delivered his famous “House Divided” address, and maintained an office as president-elect in the Old State Capitol located in Springfield, Illinois. (Encyclopedia Britannica)

Popular tourist attractions located in Springfield include the Abraham Lincoln sites: the Lincoln Home National Historic Site, the Lincoln Tomb and the Abraham Lincoln Presidential Museum; the Dana-Thomas House, designed by Frank Lloyd Wright; the Illinois Governor's Mansion; Washington Park's Botanical Garden and home of the world's largest carillon.

Springfield is home to the Illinois State Fair, held every August.

Springfield is located on historical Route 66 and still features a handful of the original restaurants and diners.

(www.visitspringfieldillinois.com)

