



Illinois Supreme Court Administrative Office of the Illinois Courts

Currently accepting applications for

CHIEF COMMUNICATIONS OFFICER

The Illinois Supreme Court and the Administrative Office of the Illinois Courts seek an experienced communications professional and strategic leader to serve as Chief Communications Officer for the Illinois Judicial Branch. The Chief Communications Officer oversees statewide communications and public information efforts and promotes public understanding of the Illinois court system through strategic engagement with media, community organizations, and the public. The position reports directly to the Chief Justice of the Illinois Supreme Court and the Director of the Administrative Office of the Illinois Courts. Applications will be accepted through Tuesday, June 30, 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

Essential Functions: The AOIC seeks an experienced communications professional and strategic leader to serve as Chief Communications Officer for the Illinois Judicial Branch. Reporting directly to the AOIC Administrative Director, with ultimate authority resting with the Chief Justice of the Illinois Supreme Court, the Chief Communications Officer leads the Office of Communications and Public Information and is responsible for developing and implementing a comprehensive communications strategy for the Illinois Judicial Branch. The position serves as the primary spokesperson and media liaison for the Illinois Supreme Court and the Judicial Branch, responding to media inquiries and coordinating public messaging on statewide judicial initiatives, programs, and events.

The Chief Communications Officer provides strategic guidance to Court leadership and Judicial Branch employees on communications issues, media relations, and the management of complex or high-profile matters. The position oversees public information, education, and outreach initiatives, including publications, presentations, public programs, tours, and social media engagement to enhance public understanding of the Illinois court system, while also coordinating with Supreme Court boards, commissions, task forces, and committees on public-facing communications and outreach.

The Chief Communications Officer maintains relationships with state officials, civic and community organizations, and members of the media, ensuring consistent dissemination of information regarding Supreme Court programs and Judicial Branch initiatives. The position directs internal communications, including news releases, feature stories, and multimedia content, and advises leadership on emerging communications technologies and digital engagement strategies. The role may also serve as faculty in Judicial Branch training initiatives related to media relations and supports executive leadership with written communications such as newsletters and public messaging.

The Chief Communications Officer supervises all staff within the Office of Communications and Public Information, oversees departmental operations in accordance with Supreme Court standards and policies, and serves as a member of the AOIC leadership team, reporting directly to the AOIC Administrative Director.

Candidate Qualifications: A bachelor's degree in journalism, public relations, communications, or a related field is required. Candidates must have at least ten years of professional experience in public information, media relations, communications, or public education, including a minimum of seven years of supervisory experience. A post-graduate degree or Juris Doctor is strongly preferred.

Candidates should demonstrate strong experience in communications strategy, media relations, and public information program development, including social media and digital engagement tools. Excellent writing, editing, public speaking, and interpersonal communication skills are required, along with the ability to translate complex information for public audiences and support understanding of the judicial system. Experience advising leadership and managing communications in high-profile or sensitive environments is essential.

Candidates must demonstrate strong organizational skills, sound judgment, and the ability to manage multiple priorities in a fast-paced environment. The role requires the ability to build and maintain relationships with media, government, and community stakeholders, and to represent the Judicial Branch in professional and public settings. Familiarity with court systems or public-sector communications is preferred.

The position requires proficiency with communications and productivity technologies and the ability to travel frequently within the state. Candidates must possess a valid Illinois driver's license, maintain proof of automobile insurance, and demonstrate a safe driving record.

Compensation and Benefits: Minimum salary \$167,302; but salary at hire to be commensurate with experience. Click here for a [Benefits Information Sheet](#).

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

courtempoyment@IllinoisCourts.gov

Applications received by Tuesday, June 30, 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, 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. JMIS also supports technology initiatives in the circuit courts, including remote hearings and digital recording systems.

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.

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 **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.



OFFICE OF COMMUNICATIONS AND PUBLIC INFORMATION

The Office of Communications and Public Information manages internal and external communications, including media relations and public information, for the Illinois Supreme Court and the Administrative Office of the Illinois Courts. The Office coordinates the Court's social media communications and responds to media inquiries, issues press releases regarding the Court's adjudicative and administrative actions, and serves as a resource for trial courts implementing the Court's Policy for Extended Media Coverage. The Office also coordinates with the Illinois Supreme Court's Boards and Commissions, the Illinois Judicial College, and other entities to advance outreach efforts. The Office produces two newsletters. The Media Monitor is sent out each morning (Monday-Friday) to all judges and key judicial branch staff. It is a summary of relevant media clips intended to keep readers informed about Court-related news. Illinois Courts Connect is published the last Wednesday of each month. It goes out to a broader audience, including the media and public, and contains Court news for that particular month. Current and past issues are available [online](#).

The Office of Communications and Public Information is currently comprised of the following:

Chief Communications Officer

Deputy Chief, Public Communications

Public Information Officer

Public Education and Engagement Coordinator

Executive 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

