

17TH JUDICIAL CIRCUIT COURT

NON-BARGAINING UNIT VACANCY:

RESIDENTIAL FORECLOSURE MEDIATION PROGRAM COORDINATOR

The 17th Judicial Circuit Court is accepting applications to provide administrative services in connection with its Residential Foreclosure Mediation Program.

LOCATION: Winnebago County Courthouse– Rockford, Illinois

SUMMARY OF RESPONSIBILITIES:

Coordinates and administers the Circuit Court’s residential foreclosure mediation program. This position is responsible for tracking timeframes for homeowner’s entry into the Program; contacting Program applicants regarding approaching deadlines and program requirements; coordinating the collection of documents from homeowners to complete the homeowner’s Program application; communication with lender’s attorneys regarding the status of application; updating program data in an online monitoring database; maintaining a record of work activity; scheduling contracted mediators, and other assignments at the direction of the Chief Judge and Supervising Judge of the Residential Foreclosure Mediation Program.

POSITION REQUIREMENTS:

Applicants must have Microsoft Outlook and Excel experience. The ability to effectively communicate and work with people from a wide variety of backgrounds in a positive manner is necessary. High school education or equivalent required. **Must possess willingness to learn about residential foreclosure process and the documents required by lenders and servicers for mortgage modification.**

COMPENSATION:

\$15.00 per hour. Part-time, up to 20 hours per week. Specific schedule to be negotiated, but service provision must be confined to the hours of 8:00 am and 5:00 pm, Monday through Friday. Illinois Mutual Retirement Fund (IMRF) pension.

**SEND RESUME AND COVER LETTER TO: THOMAS R. JAKEWAY
TRIAL COURT ADMINISTRATOR
17TH JUDICIAL CIRCUIT
400 WEST STATE STREET, ROOM 215
ROCKFORD, IL 61101**

Be advised that all offers of employment are conditional, subject to a satisfactory background review, fitness evaluation and drug test.

POSTED: 1/13/2022

EXPIRATION: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER