

17TH JUDICIAL CIRCUIT COURT

NON-BARGAINING UNIT VACANCY:

PROBLEM-SOLVING COURTS DATABASE ASSISTANT

SALARY: \$15.50 per hour, plus benefits

HOURS: 8:00 A.M. TO 5:00 P.M.
Monday – Friday

LOCATION: Winnebago County Courthouse, 400 West State Street, Rockford, Illinois 61101

SUMMARY OF RESPONSIBILITIES:

The Seventeenth Judicial Circuit is accepting applications for the position of Problem-Solving Courts Database Assistant. This position requires the handling of documents, information and records of a highly confidential nature. Under the supervision of the Problem-Solving Courts Administrator this position is responsible for entering data and maintaining databases related to Problem-Solving Courts and grant related programs; preparation for problem-solving courts staffing and hearings; scheduling and communication with program stakeholders; processing of program referrals and court orders; maintain a working knowledge of Problem-Solving Courts best practices, monitoring high volumes of information exchanges, and producing statistical information for program data reports.

Job responsibilities also include secretarial duties such as word processing, reception, telephone, filing, etc. Originates, develops and implements clerical and office procedures from general policies and performs other duties as assigned by the Trial Court Administrator and Problem-Solving Courts Administrator.

POSITION REQUIREMENTS:

High school diploma required. College degree or two years of closely related experience; or equivalent combination of education and experience preferred. Applicants must possess strong organizational, analytical, interpersonal and communication skills and demonstrate experience with word processing, and database software programs. Experience in Word, Excel, Adobe Acrobat, Microsoft Access Database and Outlook is required. Must be able to work independently on delegated administrative tasks, maintain punctuality, and work well in team dynamic. Knowledge and experience with other data analytics, specialty court processes and best practices, and court systems is preferred. Ability to maintain confidentiality is essential.

HOW TO APPLY:

Send a resume and cover letter to:

THOMAS R. JAKEWAY, TRIAL COURT ADMINISTRATOR
17TH JUDICIAL CIRCUIT COURT
400 WEST STATE STREET, ROOM 215
ROCKFORD, ILLINOIS 61101

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

POSTED: 10-27-2021

EXPIRATION: 11-9-2021

AN EQUAL OPPORTUNITY EMPLOYER