

17TH JUDICIAL CIRCUIT COURT
POSTING FOR SERVICES

NON-BARGAINING UNIT VACANCY:

RESIDENTIAL FORECLOSURE MEDIATION PROGRAM COORDINATOR

HOURS: Full-Time / 40 hours per week
8:00 am to 5:00 pm Monday through Friday normal business hours

COMPENSATION: \$21.50 / hour
IMRF Pension, Health Insurance, and County Benefits

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

SUMMARY OF RESPONSIBILITIES:

The Residential Foreclosure Mediation Program is the Court's alternative dispute resolution system for residential foreclosure cases in Winnebago County and Boone County. The Mediation Program provides a guided process to help borrowers and lenders communicate and explore alternatives to foreclosure. The Residential Foreclosure Mediation Program Coordinator ("RFMP Coordinator") is responsible for the day-to-day and long-term operations of the program.

Specific duties include:

- Tracks participation deadlines and guides participants through the mediation process.
- Coordinates the collection of documents from homeowners as they assemble required financial documents.
- Effectively and professionally communicates with mediators, homeowners, lenders, and attorneys as needed to prepare cases for mediation.
- Updates program data in online management systems.
- Supports, coordinates, and schedules contracted mediators.
- Supervises office staff.
- Development of annual program budget.
- Creates and maintains program resources for use by self-represented litigants, mediators, and the court.
- Performs other duties as assigned by the Chief Judge, Supervising Judge of the Residential Foreclosure Mediation Program or Court Administrator.

POSITION REQUIREMENTS:

- High school education or equivalent.
- Microsoft Outlook and Excel proficiency.
- The ability to effectively communicate and work with people from a wide variety of backgrounds in a positive manner.
- Attention to detail, concern for deadlines, orderliness, and the ability to work both independently and in a team setting.
- Mediator experience a plus.
- Must possess willingness to learn about residential foreclosure process and the documents required by lenders and servicers for mortgage modification.

APPLICANTS SHOULD SEND RESUME AND COVER LETTER ELECTRONICALLY TO:

Kimberly Ackmann, Deputy Court Administrator
400 W. State Street, Suite 215, Rockford, IL 61101
kackmann@17thcircuit.illinoiscourts.gov

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

POSTED: September 8, 2026

EXPIRATION: September 22, 2026

AN EQUAL OPPORTUNITY EMPLOYER