

July 30, 2020

JOB VACANCY ANNOUNCEMENT

**ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS
3101 Old Jacksonville Road
Springfield, IL 62704**

Applicant may be required to submit additional material and/or complete job specific tests for the position.

POSITION:	Interstate Compact Specialist
DIVISION:	Probation Services Division - Springfield
SALARY:	\$ 35,819 per year
BENEFITS:	An attractive judicial benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave benefits.
REPORTING RELATIONSHIP:	Interstate Compact Manager

ESSENTIAL DUTIES: The Interstate Compact Specialist assists in the review and processing of probation cases transferred into Illinois and from Illinois to other states. Responsibilities include: monitoring compliance of the transfer cases in Illinois consistent with federal commission rules and processes promulgated by the Interstate Compact Adult Offender Supervision (ICAOS) and the Interstate Compact on Juveniles (ICJ); performing work in federal electronic data systems; collaborating and maintaining relationships with other state compact offices and Illinois probation departments; using analytical skills to monitor compliance and problem solve.

Functions include: Works closely with probation and court services departments in ensuring completeness, accuracy and timeliness of materials; monitors activity reports and contacts departments for needed items; corresponds with other states for supplemental information or clarification; provides technical assistance to departments with electronic data systems; provides technical assistance to departments with federal rules and processes; and performs other duties as assigned.

SELECTION FACTORS: Associates with colleagues and stakeholders in a professional, pleasant, courteous, and helpful manner; ability to communicate effectively, verbally and in writing; ability to plan, organize, implement and maintain a variety of functions and projects simultaneously and meet required deadlines and schedules; responds to change productively; and ability to use initiative and work independently to complete assignments. Since this position requires extensive recording and monitoring in the federal interstate compact electronic systems, candidate must possess a working knowledge and experience with standard office equipment (fax, copier, scanner, etc.) and personal computer applications (Microsoft Office Suite, Internet Explorer, etc.). Training on the federal systems will be provided once the candidate is hired.

EXPERIENCE AND EDUCATION REQUIREMENTS:

Minimum: A minimum of four (4) years of office experience performing secretarial services and assistance to a manager with strong attention to detail. Applicant should possess an associate's degree in secretarial science or a related area.

Preferred: A bachelor's degree from an accredited university or college. Knowledge and understanding of Illinois judicial branch structure and functions is desirable, but not required.

PHYSICAL REQUIREMENTS: Ability to sit for extended time periods. Ability to retrieve files. Professional office working environment requiring telephone usage and ability to process written documents.

Interested individuals should submit - via email - a letter of interest, resume, and completed [Judicial Branch Employment Application](#) to:

courtemployment@IllinoisCourts.gov

This position will remain open until filled. However, those individuals submitting materials by Monday, August 31, 2020, will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER