

September 16, 2020

JOB VACANCY ANNOUNCEMENT

ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

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

POSITION:	Problem-Solving Courts Manager
DIVISION:	Probation Services Division (Chicago or Springfield)
SALARY:	\$74,990
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
HOURS OF WORK:	8:30 a.m. – 5:00 p.m.
REPORTING RELATIONSHIP:	Assistant Director, Probation Services Division

ESSENTIAL DUTIES: The Problem-Solving Courts Manager Performs professional, advanced level coordination statewide to problem-solving courts in Illinois. Work is performed with considerable independence and with wide latitude for professional judgment under the general supervision of the Assistant Director of the Probation Services Division and is reviewed through conferences and reports.

FUNCTIONS INCLUDE:

- Responsible for supervision and evaluation of Problem-Solving Courts Coordinator.
- Develop and implement operational standards and practices for problem-solving courts in accordance with Supreme Court Rules, Federal guidelines, state statutes, and evidence-based principles.
- Evaluate training needs of PSC team members and develop, plan and facilitate training opportunities and workshops.
- Coordinate and conduct site visits to measure compliance with PSC Standards in coordination with Division field staff. Site visits include observation of court staffings and hearings and conducting interviews of team members and completing reviews of observations to provide feedback to the PSC identifying strengths and deficiencies.
- Provide technical assistance to establishing, enhancing, and/or expanding courts in developing local policies and practices to meet requirements of PSC Standards and obtain Certification/Recertification.
- Manage the Certification/Recertification application and review process and communicate updates and progress to the Supreme Court.
- Work in conjunction with state and national committees and workgroups supporting AOIC and Supreme Court objectives for problem-solving courts
- Maintain systematic reporting of statistical data, perform analyses, and prepare reports.
- Research and develop judicial branch grant applications to support problem-solving courts statewide and/or individual courts.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE: A minimum of three years professional experience in community corrections or justice system environment and a bachelor's degree in social sciences, public administration, criminal justice, or a related field is required.

Candidates must have the ability to plan, organize, implement, and maintain a variety of functions and projects simultaneously and meet required deadlines and schedules; be knowledgeable about applicable statutes, program operations, and best practices in problem-solving courts; have working knowledge and experience with personal computer applications (i.e. Word, Access, PowerPoint, and Excel); have the ability to use initiative and work independently to complete assignments; have the ability to work in a team environment and establish/maintain positive relationships with others; have demonstrated leadership skills including planning and priority setting, sound decision-making, problem-solving, and analytic and interpretive skills; be able to respond to change productively; have strong written and oral communication skills as well as strong organizational and interpersonal skills.

PHYSICAL REQUIREMENTS: This position requires the ability to sit for extended periods of time. This is a professional office working environment requiring telephone usage and the ability to process written and electronic documents. Applicant must have the ability to travel and possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

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

courtempoyment@IllinoisCourts.gov

This position will remain open until filled. However, those individuals submitting materials by Wednesday, October 7, 2020, will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER