

October 8, 2024

JOB VACANCY ANNOUNCEMENT

**17th Judicial Circuit ADR Center
Winnebago and Boone County
400 W. State St. Suite 215
Rockford, IL 61101**

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

POSITION:	Mandatory Arbitration Administrator
DIVISION:	17 th Judicial Circuit
BENEFITS:	An attractive State of Illinois judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
SALARY:	Starting at \$62,355 per year, commensurate with experience
HOURS OF WORK:	8:00 a.m. – 4:30 p.m., M-F

ESSENTIAL DUTIES: The Mandatory Arbitration Administrator is responsible for the operations of the ADR Center and the Mandatory Arbitration Program.

Functions include:

- Applies case flow management techniques to ensure efficiency and timeliness of case progression.
- Identifies, prepares and analyzes statistical reports related to program effectiveness and provides recommendations or solutions to improve the program.
- Supervises office staff.
- Provision of administrative support to arbitrators, and recruit and assist in the training of arbitrators, to include the planning and organizing of training seminars and the maintenance of training manuals.
- Creation and maintenance of program resources for use by Self Represented Litigants, arbitrators, and the court.
- Coordinate the civil mediation program and other programs as assigned.
- Performs other duties as assigned by the Chief Judge or Court Administrator.

EXPERIENCE, EDUCATION, AND TRAINING REQUIREMENTS: Bachelor’s degree in management, political science, public administration or a related field. Four (4) years of experience in a court or other governmental or private sector service organization as an administrator. An advanced degree may be substituted for experience. Ability to exercise sound judgment, build effective interpersonal relationships and work independently with little or no supervision. Familiarity with legal terminology and court procedures required.

PHYSICAL REQUIREMENTS: This is a normal office environment requiring telephone usage, the ability to process written documents, knowledge of professional office management methods and practices, proficiency in computer technology and the ability to sit for extended periods of time.

APPLICATION PROCESS: Applicants should send resume and cover letter electronically to Kimberly Ackmann, Deputy Court Administrator:

kackmann@17thcircuit.illinoiscourts.gov

Applicant's information must be received no later than Friday, November 8, 2024.

EQUAL OPPORTUNITY EMPLOYER