

**17TH JUDICIAL CIRCUIT COURT
WINNEBAGO COUNTY**

NON BARGAINING UNIT VACANCY:

**PROJECT MANAGER FOR THE IMPROVING CRIMINAL JUSTICE RESPONSES
TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND
STALKING GRANT PROGRAM**

WAGES: \$20.00–23.00 hourly / Dependent upon experience

HOURS: Full-time, 40 hours per week

BENEFITS: IMRF Pension, Health Insurance

SUMMARY OF RESPONSIBILITIES:

The 17th Judicial Circuit Court -Winnebago County Circuit Court, is accepting applications for a Project Manager for the Improving Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Grant Program (ICJR). ICJR is a federal grant awarded to The 17th Judicial Circuit Court by the Office on Violence Against Women. The Project Manager will be responsible for all projects under this grant. Working directly under the supervision of the Presiding Judge of the Domestic Violence and Family Divisions and the Deputy Court Administrator of the Domestic Violence Coordinating Courts, the ICJR Project Manager will be responsible for daily oversight and fulfillment of the ICJR Program. Duties include, but are not limited to, all programmatic and fiscal grant reporting; completing grant goals and objectives according to proposed timelines; coordinate, manage and attend regular multidisciplinary stakeholder meetings; schedule and attend trainings including making travel arrangements for project partners or planning and hosting on-site trainings and; ensuring all grant requirements are met. Project Manager will work collaboratively with the DVCC to monitor cases assigned to court supervision and conditional discharge that have a pending petition to vacate to report compliance with No Contact Orders and other conditions of sentencing, including participation in Partner Abuse Intervention Programming. The ICJR Project Manager will be responsible for providing data for the financial and programmatic reporting on a county and federal level and ensure compliance with federal award conditions. The Project Manager will assist in case docket coordination, as needed for a subset of intimate partner domestic violence cases. The Project Manager will report regularly to the appropriate supervisors and will serve as the point-of-contact for this program as well as complete all other tasks and duties as assigned and required under this project.

POSITION REQUIREMENTS:

All applicants must possess a bachelor’s degree. Successful candidates will have a background in the areas of domestic violence and/or sexual assault or have experience in the areas of criminal justice, criminal law and /or family law. Additional requirements include experience with, data collection, and coordinating multidisciplinary teams. The selected applicant will be personally

responsible for the payment of all fees and/or costs associated with maintaining any professional licenses and/or continuing education requirements.

GRANT FUNDING ADVISEMENT:

This position is funded by a grant from the United States Department of Justice, Office on Violence Against Women. The Improving Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Grant Program funds the position 100% and is currently set to expire September 30, 2023. Continued funding may become available based on program results. Acceptance of this position shall not be construed as a guarantee of employment beyond the grant funded period.

APPLICANTS SHOULD SEND RESUME AND COVER LETTER ELECTRONICALLY TO:

Nicole Ticknor, Deputy Trial Court Administrator
400 W. State St. Suite 215
Rockford, IL 61101
nticknor@17thcircuit.illinoiscourts.gov

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

POSTED: August 26, 2022

EXPIRATION: Until filled

EQUAL OPPORTUNITY EMPLOYER