

**17TH JUDICIAL CIRCUIT COURT
WINNEBAGO COUNTY**

NON BARGAINING UNIT VACANCY:

**CASE DOCKET COORDINATOR/RESOURCE COORDINATOR
DOMESTIC VIOLENCE COORDINATED COURT**

WAGES: \$21.00/hr, (Grant Funded)

HOURS: Full-time – 40 hours per week

BENEFITS: Vacation, Personal Leave and Holiday Pay
IMRF Pension, Life and Health Insurance Eligible

The 17th Judicial Circuit Court is accepting applications for a Case Docket/Resource Coordinator for the Winnebago County Domestic Violence Coordinated Court (DVCC). This Coordinator is responsible for providing administrative assistance related to the DVCC, specifically matters related to the Protective Order Court and civil cases that involve intimate partner violence. The Case Docket/ Resource Coordinator is a grant-funded position that reports directly to the Deputy Court Administrator of the Domestic Violence Coordinated Court and works under the supervision of Trial Court Administration and the Presiding Judge of the Domestic Violence and Family Division.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Assist judicial officers with docket preparation and coordination
- Monitor compliance for those ordered to Partner Abuse Intervention Programming or other services through the DVCC Civil Division.
- Attend and provide administrative assistance during Protective Order Court and related compliance proceedings.
- Serve as the liaison and main point of communication between Partner Abuse Intervention Providers and the Court.
- Develop and maintain collaborative relationships with DVCC stakeholders.
- Gather and maintain data as required for grant reporting purposes.
- Participate in ongoing training and court mentoring projects as requested.

QUALIFICATIONS:

All applicants must possess a bachelor's degree and must complete a 40-hour domestic violence training upon hire.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the justice system or areas of family law.
- Knowledge related to the areas of domestic violence and/or sexual assault.
- Skilled in use of computer programs.
- Strong written and verbal communication skills.
- Ability to perform tasks independently and increase subject matter knowledge through self-guided learning opportunities.
- Ability to solve problems through use of creative and solution-focused approaches.

APPLICANTS SHOULD SEND RESUME AND COVER LETTER ELECTRONICALLY TO:

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

POSTED: March 27, 2024

EXPIRATION: Until Filled

EQUAL OPPORTUNITY EMPLOYER

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