

17TH JUDICIAL CIRCUIT COURT POSTING FOR SERVICES

RESIDENTIAL FORECLOSURE MEDIATION PROGRAM

NON-BARGAINING UNIT VACANCY: SEASONAL PROGRAM ASSISTANT - SUMMER

HOURS: 20 hours per week
Hours must fall within 8:30 am to 5:00 pm Monday through Friday

COMPENSATION: \$15.00 / hr
Paid leave – up to 40 hrs / year

LOCATION: Winnebago County Courthouse, 400 West State Street, Rockford, IL 61101

SUMMARY OF RESPONSIBILITIES:

The Residential Foreclosure Mediation Program is the Court's alternative dispute resolution system for residential foreclosure cases. The Mediation Program provides a guided process to help borrowers and lenders communicate and explore affordable alternatives available to homeowners facing foreclosure.

The Seasonal Program Assistant is responsible for administering the intake operations of the Mediation Program. Specific duties include:

- Reviewing the Court's records daily to monitor new eligible case filings.
- Tracking participation deadlines, processing new applications, and communicating with homeowners regarding the status of their applications.
- Answering incoming phone calls and greeting homeowners, lenders, & attorneys at the office.
- Meeting with homeowners and providing support as they assemble required financial documents.
- Effectively communicating with homeowners, lenders, and attorneys as needed to prepare cases for mediation.
- E-filing notices and reports with the Court regarding current foreclosure mediation cases.
- Other duties may include: data input into an online monitoring database; assisting the Program Administrator on day-to-day and long-term program projects; and other assignments at the direction of the Chief Judge and the Supervising Judge of the Program.

POSITION REQUIREMENTS:

Applicants must have the ability to effectively communicate and work with people from a wide variety of backgrounds in a positive manner. Attention to detail, concern for deadlines, orderliness, and the ability to work both independently & in a team setting are of the utmost importance. Must be proficient in Microsoft Outlook, Word, and Excel. High school education or equivalent required.

SEND RESUME AND COVER LETTER TO: KIMBERLY ACKMANN
DEPUTY TRIAL COURT ADMINISTRATOR
17TH JUDICIAL CIRCUIT
400 WEST STATE STREET, ROOM 215
ROCKFORD, IL 61101

POSTED: 4/10/24

EXPIRATION: 4/24/24

AN EQUAL OPPORTUNITY EMPLOYER