

17TH JUDICIAL CIRCUIT COURT WINNEBAGO COUNTY

NON BARGAINING UNIT VACANCY:

Electronic Service Protection Order Court Pilot (ESPOC) Project Coordinator

WAGES: \$32.50 hourly / \$67,600.00 annually

HOURS: Full-time, 40 hours per week

BENEFITS: IMRF Pension, Health Insurance, Vacation, Paid Holidays

The 17th Judicial Circuit Court -Winnebago County Circuit Court, is accepting applications for a Project Coordinator for the Electronic Service Protection Order Court Pilot (ESPOC) Grant Program. The Project Coordinator is responsible for the daily oversight and fulfillment of the ESPOC Program. ESPOC is a federal grant awarded to The 17th Judicial Circuit Court by the Department of Justice Office on Violence Against Women. The Project Coordinator reports directly to the Deputy Court Administrator of the Domestic Violence Coordinated Court and works under the supervision of the Presiding Judge of the Domestic Violence and Family Division and Trial Court Administration. Periodic local and national travel is required in accordance with OVW requirements.

GRANT PROJECT OVERVIEW:

The Department of Justice Office on Violence Against Women's (OVW) Electronic Service Protection Order Court Pilot (ESPOC) Project supports efforts to develop and implement programs for properly and legally service protection orders through electronic communication methods. The Winnebago County Circuit Court was selected as one of OVW's pilot sites. Each pilot site is required to execute the ESPOC Pilot with a multidisciplinary partnership (MDP) that includes, to the extent practicable, representatives from:

- State, Tribal or local law enforcement agencies
- The Winnebago County State's Attorney's Office
- Domestic Violence Service Providers
- Culturally-specific community-based service providers
- Legal services
- The Winnebago County Bar Association
- 17th Judicial Circuit Court Administration
- The Winnebago County Circuit Clerk's Office
- Defense Bar/ Public Defender's Office
- The judiciary

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Complete all programmatic and fiscal grant reports.
- Oversee and accomplish grant goals, objectives and deliverables in accordance with developed timelines.
- Collaborate with grant manager(s), Technical Assistance (TA) providers, and OVW to develop a strategic plan for the ESPOC Pilot Project.
- Conduct outreach to local stakeholders to obtain project participation and buy-in.
- Develop and maintain collaborative relationships with project stakeholders including but not limited to required project partnerships.
- Coordinate, manage, and attend regular multidisciplinary stakeholder meetings.
- Develop, schedule, and attend trainings related to grant goals and objectives.
- Assemble all materials related to protection order and service process and coordinate MDP systemic assessment activities that are necessary to conduct a systemic assessment of current practices.
- Collect and analyze data for purposes of identifying patterns, system gaps, and completing required grant reports as required by OVW.
- Center the lived experiences of survivors of domestic violence throughout the project.

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.
- Knowledge related to the areas of domestic violence and/or sexual assault.
- Ability to coordinate teams of professionals to accomplish stated grant goals.
- Ability to facilitate meetings and trainings.
- Skilled in public speaking and community engagement efforts.
- Ability to perform tasks independently and increase subject matter knowledge through self-guided learning opportunities.
- Knowledge related to data-collection and data reports.
- Knowledge related to budget-management and fiscal reporting.
- Familiarity and skill in using Microsoft Office programs including PowerPoint.
- Ability to solve problems through use of creative and solution-focused approaches.

GRANT FUNDING ADVISEMENT:

This position is funded by a grant from the United States Department of Justice, Office on Violence Against Women. This position is fully funded through the Electronic Service Protection Order Court Pilot Program through September 30, 2029. Acceptance of this position shall not be construed as a guarantee of employment beyond the grant funded period.

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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 and drug test.

POSTED: June 9, 2025

EXPIRATION: Open until filled

EQUAL OPPORTUNITY EMPLOYER