

# 17<sup>TH</sup> JUDICIAL CIRCUIT COURT WINNEBAGO COUNTY

## NON BARGAINING UNIT VACANCY: Circuit Court Judicial Assistant

**HOURS:** Full-Time / 40 hours per week  
8:00 am to 5:00 pm Monday through Friday normal business hours

**COMPENSATION:** \$20.85 / hr  
IMRF Pension, Health Insurance and County Benefits

See 2025  
[Benefits Summary:](#)



See 2025  
[Health Care Plans:](#)



**LOCATION:** Winnebago County Courthouse, Rockford, IL

### SUMMARY OF RESPONSIBILITIES:

The 17<sup>th</sup> Judicial Circuit Court is accepting applications for the position of Circuit Court Judicial Assistant. Under the direction of the Trial Court Administrator, this position joins a small team that provides administrative support to judges of the 17<sup>th</sup> Circuit Court – Winnebago County.

Specific duties include:

- Perform legal secretarial duties for assigned judges, including mail, phone, email and reception. Word processing, document generation, and file organization.
- Collaborate with fellow court administration team members on organizational development and system adaptations.
- Support judiciary with data collection or procedures that advance their case management goals.
- Assist with case scheduling, case assignment, and notices in coordination with the Office of the Circuit Clerk.
- Aid with intake and facilitation of court documents such as correspondence, written case decisions, legal briefs, proposed orders, jail orders, fee waivers, warrants, subpoenas, and various court reports.
- Working knowledge of daily court schedules and meeting schedules. Preparation of court scheduling change requests.
- Procure and maintain office supplies.
- Assist with local meetings, conferences, and travel arrangements. Preparation of meeting minutes and reimbursement forms.
- Effective communication with attorneys, litigants, co-workers, and justice system partners. Provide legal information and resource referrals as needed.
- Facilitation of Maintenance and Department of Information Technology work requests.
- Other related duties as assigned by the Chief Judge, assigned judges, and the Trial Court Administrator.

This position requires the handling of documents, information and court records of a highly confidential nature, Work is performed in conjunction with the court staff, including judges, court reporters, probation department, circuit clerk, and sheriff's department. Acting with integrity and professionalism is required at all times.

**POSITION REQUIREMENTS:**

- Completion of high school or GED, with secondary education preferred.
- Strong organizational, analytical, interpersonal, communication, and secretarial skills.
- High level of computer literacy and proficiency required, including proficiency with Zoom and Microsoft Office, including Outlook.
- Ability to work independently on delegated asks and provide punctual work performance.
- Experience with shared record systems preferred.
- Paralegal training and/or work experience in legal field or closely related field will be given preference.
- Travel between multiple courtrooms, floors, and Circuit Court facilities within a 2 block radius is required.

**APPLICANTS SHOULD SEND RESUME AND COVER LETTER ELECTRONICALLY TO:**

Kimberly Ackmann, Deputy Court Administrator  
400 W. State St. Suite 215  
Rockford, IL 61101  
kackmann@17thcircuit.illinoiscourts.gov

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

POSTED: February 10, 2025

EXPIRATION: February 24, 2025

**EQUAL OPPORTUNITY EMPLOYER**