

17TH JUDICIAL CIRCUIT COURT WINNEBAGO COUNTY

NON BARGAINING UNIT VACANCY:

Navigators for the Winnebago County Legal Self-Help Center

HOURS: **Two** Part-Time positions / 20 hours per week
 First Shift - 8:30 am to 12:30 pm Monday through Friday
 Second Shift - 12:30 pm to 4:30 pm Monday through Friday

COMPENSATION: \$19.00 / hr with Paid Time Off and IMRF Pension

LOCATION: Winnebago County Courthouse, Rockford, IL

POSITION SUMMARY:

The 17th Judicial Circuit Court is seeking detail-oriented, professional, and courteous individuals to serve as Legal Self-Help Center Navigators. These positions play a vital role in ensuring equal access to the justice system by assisting self-represented litigants in navigating the court process. These roles are strictly informational and non-advisory in nature. Staff do not provide legal advice or represent individuals in court.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide neutral, accurate legal information to self-represented litigants in person, by phone, and electronically, in a professional, courteous, and non-advisory manner.
- Assess patrons' needs and respond to inquiries by guiding them to appropriate resources and assisting with the navigation of standardized court forms and online legal information tools.
- Educate self-represented litigants about the services available through the Legal Self-Help Center and Law Library, including print and digital materials, public access computers, and self-service tools.
- Maintain and update Legal Self-Help Center materials to ensure accuracy, accessibility, and alignment with current court procedures and resources.
- Track law library and self-help center utilization through daily statistics, service logs, or other assigned methods.
- Act as a liaison between the Law Library, Legal Self-Help Center, and Circuit Clerk's Office to promote coordinated public service and clear referral pathways.
- Support the overall operations of the Legal Self-Help Center by performing additional duties as assigned by the Law Library Director.
- Maintain confidentiality, professionalism, and impartiality in all interactions with the public, court personnel, and justice partners.

POSITION REQUIREMENTS:

- High school diploma or equivalent required; additional education or coursework in legal studies or a related field is preferred.
- Proficiency with computers, including Microsoft Office applications and video conferencing platforms such as zoom.
- Strong interpersonal and communication skills, with the ability to convey procedures and concepts in a clear, neutral, and accessible manner.
- Demonstrated ability to assist the public with discretion, empathy, and professionalism, especially when supporting individuals facing stressful or sensitive legal matters.
- Ability to maintain a professional, objective, and impartial demeanor at all times, in alignment with the non-advisory role of a court-affiliated program.
- Familiarity with legal terminology and court forms is preferred.
- Proven ability to work independently, manage multiple tasks, and adapt within a fast-paced, service-oriented environment.
- Bilingual skills, particularly in Spanish, are strongly preferred and considered a valuable asset in supporting equitable access to court services.

APPLICANTS SHOULD SEND RESUME AND COVER LETTER ELECTRONICALLY TO:

John Goss, Law Library Director
400 W. State St. Suite 301
Rockford, IL 61101
jgoss@17thcircuit.illinoiscourts.gov

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

POSTED: 8/4/2025

EXPIRATION: Until Filled

EQUAL OPPORTUNITY EMPLOYER