

17TH JUDICIAL CIRCUIT COURT WINNEBAGO COUNTY

NON BARGAINING UNIT VACANCY:

PROBLEM-SOLVING COURTS COORDINATOR

HOURS: Full-time, 40 hours per week
8:00 am to 5:00 pm, Monday through Friday

COMPENSATION: \$23.00/hr
IMRF Pension, Health Insurance and County Benefits

See 2025
[Benefits Summary:](#)



See 2025
[Health Care Plans:](#)



LOCATION: Winnebago County Courthouse, Rockford, IL

The 17th Judicial Circuit Court -Winnebago County Circuit Court, is accepting applications for a Problem-Solving Courts Coordinator. The Problem-Solving Court Coordinator is responsible for the daily operations of treatment courts, including the Therapeutic Intervention Program (TIP) and Veterans Court. The Problem-Solving Court Coordinator reports to the Problem-Solving Court Supervisor and works under the supervision of the Presiding Judge and Deputy Court Administrator.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Leading Problem-Solving Court team meetings and maintaining agendas.
- Conducting continuous data collection and analysis and producing statistical information for program data reports.
- Maintaining participant files and managing highly confidential documents and information in accordance with policies.
- Complete grant reporting requirement and assist in grant applications.
- Preparing for Problem-Solving Court staffing and hearings.
- Managing Court dockets.
- Scheduling and facilitating communication with program stakeholders.
- Processing of referrals to the programs and court orders including screening cases for legal eligibility.
- Maintain a working knowledge of Problem-Solving Courts best practices and providing team members guidance.
- Monitoring high volumes of information exchanges.
- Clerical duties including calendar management, maintaining and creating spreadsheets, reception, telephone, filing.
- Collaborate with other PSC staff and Trial Court Administration staff and assist in other Problem-Solving Courts.
- Other related duties as assigned by the Presiding Judges, and Deputy Trial Court Administrator.

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

POSTION REQUIREMENTS:

- Completion of high school, with secondary education preferred.
- Knowledge of the justice system.
- Knowledge related to the areas of mental health disorders and treatment and substance use disorder treatment and community-based resources.
- Ability to coordinate teams of professionals to accomplish stated grant goals.
- Ability to perform delegated tasks independently and increase subject matter knowledge through self-guided learning opportunities.
- Ability to communicate effectively with stakeholders to convey sensitive information.
- Knowledge related to data-collection and data reports and strong analytical skills.
- High level of computer literacy and proficiency required including proficiency with Zoom, Microsoft Word, Excel, Outlook, and Access Database.
- Ability to solve problems through use of creative and solution-focused approaches.
- Strong punctuality and time-management skills.
- Ability to solve problems through use of creative and solution-focused approaches.

APPLICANTS SHOULD SEND RESUME AND COVER LETTER ELECTRONICALLY TO:

Emily Behnke, Deputy Trial Court Administrator
400 W. State St. Suite 215
Rockford, IL 61101
ebehnke@17thcircuit.illinoiscourts.gov

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

POSTED: April 1, 2025

EXPIRATION: Open until filled

EQUAL OPPORTUNITY EMPLOYER