January 15, 2019

JOB VACANCY ANNOUNCEMENT

ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS
3101 Old Jacksonville Road
Springfield, IL 62704

Applicant may be required to submit additional material or complete job specific tests for this position.

POSITION:	Court Operations Analyst 2
DIVISION:	Court Services Division
SALARY:	Minimum $54,563 – Salary Commensurate with Experience
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
HOURS OF WORK:	8:30 a.m. – 5:00 p.m.
REPORTING RELATIONSHIP:	Court Services Manager - CCFU

ESSENTIAL DUTIES: The Court Operations Analyst 2 position performs grant management and oversight for the federally-funded Court Improvement Program (CIP), project development and support for child protection related initiatives and develops training for key court stakeholders as a member of the Courts, Children and Families Unit. The CIP awards grants to state court systems to improve the court system's management and oversight of child abuse, neglect and termination of parental right cases to improve outcomes for children and families. This position also performs advisory and liaison duties to senior staff members, other divisions within the AOIC, and Supreme Court Committees as required. Maintain confidentiality with judicial and court information.

FUNCTIONS INCLUDE:

- Prepare grant contracts, monitor grantee reporting and management of the grant solicitation process.
- Fosters and maintains cooperative working relationships with the judiciary, court system stakeholders and outside state and federal agencies.
- Support and staff Unit projects and initiatives.
- Build and populate databases for the purpose of grant monitoring, data collection, analysis, and report preparation.
- Provide program data and statistical information to senior staff, judges and other court personnel as requested.
- Provide technical assistance to the courts for the purpose of program development and

identifying interventions and training needs.

- Assist with Supreme Court Committees, CIP related committees and other projects within the organization.

- Develop PowerPoint and other presentations for court stakeholders as requested.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE: A Bachelor's degree in court administration, public administration, social sciences or a related field is required; advanced degree preferred. Three years of progressively responsible experience in grant management or program administration preferred.

Applicant must possess an ability to exercise sound judgment in analyzing and solving problems with multiple integrated programs involving organization, program definitions, productivity, budgeting and confidential information. Applicant must possess excellent written, oral and interpersonal communication skills and a thorough working and practical knowledge of Microsoft Office Professional Suite. Applicants who also possess a working and practical knowledge of Adobe Acrobat Pro will be preferred.

PHYSICAL REQUIREMENTS: This position requires the ability to sit for extended periods of time. Applicant must have the ability to travel, including overnight stays as required. This is a professional office working environment requiring telephone usage and the ability to process written documents. Applicant must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

Interested individuals should submit a letter of interest, resume, and completed [Judicial Branch Employment Application](#) to:

courtemployment@IllinoisCourts.gov

The Judicial Branch Employment Application can be located at www.illinoiscourts.gov under the Documents tab.

This position will remain open until filled. However, those individuals submitting the required materials by Friday, February 1, 2019, will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER