

April 22, 2024

JOB VACANCY ANNOUNCEMENT

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

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

POSITION:	Interstate Compact Specialist
DIVISION:	Probation Services Division - Springfield
SALARY:	\$ 47,253 per year
BENEFITS:	An attractive judicial benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave benefits.
REPORTING RELATIONSHIP:	Interstate Compact and Reimbursements Manager

ESSENTIAL DUTIES: The Interstate Compact Specialist reviews and processes probation cases transferred into Illinois and from Illinois to other states. Monitors compliance of the Interstate cases consistent with federal commission rules and processes promulgated by the Interstate Compact Adult Offender Supervision (ICAOS) and the Interstate Compact on Juveniles (ICJ). Performs work in federal electronic data systems. Collaborates and Maintains relationships with other state compact offices and Illinois probation departments.

Functions include: Works closely with probation and court services departments in ensuring completeness, accuracy and timeliness of materials; uses analytical skills to identify problems with compliance and work out solutions; monitors activity reports and contacts departments for needed items; corresponds with other states for supplemental information or clarification; provides technical assistance to departments with electronic data systems; provides technical assistance to departments with federal rules and processes; provides training for probation officers and performs other duties as assigned.

SELECTION FACTORS: Associates with colleagues and stakeholders in a professional, pleasant, courteous, and helpful manner; ability to communicate effectively, verbally and in writing; ability to plan, organize, implement and maintain a variety of functions and projects simultaneously and meet required deadlines and schedules; responds to change productively; and ability to use initiative and work independently to complete assignments. Since this position requires extensive recording and monitoring in the federal interstate compact electronic systems, candidate must possess a working knowledge and experience with standard office equipment (fax, copier, scanner, etc.) and personal computer applications (Microsoft Office Suite, Internet Explorer, etc.). Training on the federal systems will be provided once the candidate is hired.

EXPERIENCE AND EDUCATION REQUIREMENTS: A bachelor's degree from an accredited university or college; or an equivalent combination of education and experience is required. Knowledge of and understanding of Illinois judicial branch structure and functions is desired, but not required.

PHYSICAL REQUIREMENTS: Ability to sit for extended time periods. Ability to retrieve files. Professional office working environment requiring telephone usage and ability to process written documents.

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

courtempoyment@IllinoisCourts.gov

This position will remain open until filled. However, those individuals submitting materials by Monday, May 6, 2024 will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER