

**July 24, 2023**

**JOB VACANCY ANNOUNCEMENT  
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**

*Applicant may be required to submit additional materials or complete job-specific tests for the position.*

<b>POSITION:</b>	<b>Field Services Coordinator</b>
<b>DIVISION:</b>	<b>Probation Services Division – Springfield or Chicago office</b>
<b>SALARY:</b>	<b>Minimum Salary \$69,737, salary at time of hire to be commensurate with experience</b>
<b>BENEFITS:</b>	<b>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.</b>
<b>HOURS OF WORK:</b>	<b>8:30 a.m. – 5:00 p.m.</b>
<b>REPORTING RELATIONSHIP:</b>	<b>Field Services Manager, Probation Services Division</b>

**ESSENTIAL RESPONSIBILITIES:** The Field Services Coordinator provides state oversight to county probation and court services departments and juvenile detention facilities, in specific Illinois circuits, as well as, ensuring the implementation and sustainability of community correctional evidence-based practices and programming, Administrative Office standards, statutory mandates, and federal law. Work is performed with considerable independence and with latitude for professional judgment under the general supervision of the Field Services Manager.

**FUNCTIONS INCLUDE:**

- Acts as a transactional link between the Administrative Office and probation departments and detention centers.
- Develops, establishes, promulgates, and enforces uniform standards for the Probation Services Division, pursuant to the provisions of the Illinois Probation and Probation Officers Act (730 ILCS 110/15).
- Consistently works directly with circuit and county field assignments and has a comprehensive understanding of jurisdiction’s operations, culture, and dynamics.
- Assists in the development of operational, administrative, and program standards, guidelines, and policies.
- Builds positive and influential relationships with the field which support the goals and objectives of the AOIC and the probation department/detention center.
- Ensures progressive improvement within the AOIC, Probation Services Division, assigned jurisdictions, and themselves.
- Provides expertise and technical assistance around community correctional evidence-based practices/programming, Administrative Office standards, statutory mandates, and federal law.
- Acts as a lead and/or participant on committees, within meetings, and at training events.
- Collects and analyzes data, develops reports, and completes projects for the Unit, Division, and the Supreme Court.

- Provides ongoing analysis, feedback, positive reinforcement, and, when necessary, corrective action around the implementation and fidelity of practice with the primary requirements.
- Operates collaboratively with jurisdiction on a strategic plan which highlights quality improvement, change management, and organizational development.
- Contributes to a team environment by working collaboratively and openly with Probation Services Division colleagues.
- Identifies and develops at least one area of personal expertise and becomes familiar with topic area and/or skill set on both a local and national/international level.
- Performs other duties as assigned.

**EDUCATION AND EXPERIENCE:** A Bachelor's degree with major coursework in social science, public administration, criminal justice, or a related field and a minimum of three years professional experience in a community corrections or justice system environment is required. A Master's degree in social science, public administration, or a related field plus five years professional experience in a community corrections or justice system environment is preferred.

Candidates must have the ability to plan, organize, implement, and maintain a variety of functions and projects simultaneously and meet required deadlines and schedules; effective written and verbal communication skills; knowledgeable of the criminal justice system including related Illinois statutes, regulations, procedures, and operations at the trial court level; ability to understand the various components of evidence-based practices including pragmatic applicability and implementation; working knowledge of curriculum design, training and instruction, and evaluation of training outcomes; ability to use initiative and work independently to complete assignments; demonstrated leadership skills including planning and priority setting, sound decision-making, problem-solving, consensus building, and interpretive skills; strong analytical, organizational, and interpersonal skills; knowledge and experience using Microsoft Office products (i.e. Word, Excel, Access, PowerPoint, Outlook).

This position requires the ability to sit for extended periods of time. Applicant must have the ability to travel frequently, 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.

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

[courtempoyment@IllinoisCourts.gov](mailto:courtempoyment@IllinoisCourts.gov)

**This position will remain open until filled. However, those individuals submitting materials by Friday, August 25, 2023 will be given first consideration.**

**EQUAL OPPORTUNITY EMPLOYER**