

The County

McHenry County Illinois is located approximately 50 miles northwest of Chicago with easy access from Interstate 90. The Fox River Valley and Chain O' Lakes region in the east gives way to quaint villages and expansive rolling countryside to the west. The county is bordered on the north by Wisconsin and on the east by Lake County and Lake Michigan. It is conveniently within a 70-minute drive to Madison, Milwaukee or Chicago.

Woodstock, located near the center of the county, is a picturesque city of 22,000 residents notable for its 19th century revitalized town square and was the primary filming location of the 1993 movie, Groundhog Day. The city hosts the historic Woodstock Opera House and Old McHenry County Courthouse, now a museum and restaurant. In 2007, it was named one of the nation's Dozen Distinctive Destinations by the National Trust for Historic Preservation. There are 29 other cities and villages in the County, Crystal Lake being the largest. Because of its Chicagoland location, McHenry is destined to grow dramatically over the next two decades, likely reaching 450,000 people by 2050. The Metra Rail provides daily commuter service to and from downtown Chicago. Fifty percent of all McHenry County employed adults work outside the county, most in the Chicago area. Court caseloads will expand commensurate with population.

Population changes are largely driven by the considerable amount of land that exists for development and a wide range of housing prices. The county is regarded by many as having highly desirable educational systems in place for young families.

The Court

The Twenty-Second Circuit Court serves the County of McHenry (est. pop. 308,000) which funds the majority of the operating and capital budgets for the Court. Located in northeastern Illinois, the court serves the sixth most populous county in the state, dubbed a "collar county" by virtue of the fact it borders the Chicago (Cook County) urban area. The 102 counties in Illinois are configured into 24 circuits and there are five single-county urban circuits, McHenry being one of them.

As with all circuit courts in Illinois, the Twenty-Second Circuit is a single-tiered, unified court handling both general and limited jurisdiction matters. Eight elected circuit judges and eleven appointed associate judges hear criminal felony and misdemeanor, minor civil, major civil, traffic, protection orders, ordinance and family and juvenile matters.

Organizationally, the court functions through a professional court administrator appointed by the chief judge with advice and counsel from the judges of the circuit. Circuit judges elect Chief Judges for a three year term.

TWENTY SECOND JUDICIAL CIRCUIT COURT OF ILLINOIS



COUNTY OF McHENRY WOODSTOCK, ILLINOIS

Position Announcement

Deputy Trial Court Administrator

2200 North Seminary Avenue, Suite 355
Woodstock, Illinois 60098

815-334-4351 Office • 815-338-0248 Facsimile

Deputy Trial Court Administrator

Under the direction/supervision of the Trial Court Administrator, the Deputy Court Administrator aids in the daily administration of circuit-wide trial court operations related to all judicial support activities and administrative support functions. Duties include, but are not limited to, personnel management, working collaboratively with other offices and various committees, aiding in strategic planning, resource acquisition, statistical analysis, and program development.

The Deputy Trial Court Administrator will work closely with the Trial Court Administrator, Circuit Clerk of the Court, McHenry County Board, other County Offices, State Offices, and other Judicial Circuits. The ideal candidate will be confident, energetic, personable, and persuasive with strong communication and interpersonal skills, who can coach and mentor subordinate team members. The successful candidate will be someone who takes responsibility, provides vision and direction, and feels comfortable being a creative problem-solver who can delegate and independently follow through on initiatives and directives.

Education/Experience

Bachelor's Degree (B.A.) from a four-year college or university; or 7 years related experience and/or training; or equivalent combination of education and experience.

A Certified Court Executive/Fellowship or a Certified Court Manager with the National Center for State Court, Institute for Court Management is preferred.

If the selected candidate does not have a certification with the Institute of Court Management, he/she shall complete the Certified Court Manager program within 2 years from the date of hire.

Compensation and Benefits

The County of McHenry provides the compensation package for Deputy Trial Court Administrator position, including salary and fringe benefits. The starting salary for this position is \$72,492.00.

Fringe benefits include an employer paid health plan, liberal vacation and sick days and participation in the Illinois Municipal Retirement Fund.

Application and Selection

Interested parties are required to submit a resume, and McHenry County Employment Application, outlining their qualifications to the Office of the Trial Court Administrator, Attention Court Administrator, 2200 North Seminary Avenue, Suite 355, Woodstock, Illinois 60098.

Resumes may be emailed to:

courtadmin@22ndcircuit.illinoiscourts.gov

The deadline for applications/resumes is Friday, November 13th at 4:30 PM.

The Chief Circuit Judge and Trial Court Administrator will select three finalists to be interviewed in November, 2020. It is desired that the successful candidate begin employment no later than January 4, 2021.

If you have further questions please contact the trial court administrator at 815-334-4351.

Equal Opportunity Employer



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