May 11, 2018

JOB POSTING

POSITION: Director of Court Services for Kendall County

REPORTS TO: Chief Judge and Presiding Judge

DUTIES AND RESPONSIBILITIES: See attached Duties and Responsibilities

LOCATION: Kendall County Courthouse
807 W. John St.
Yorkville, IL 60560

EDUCATION/EXPERIENCE: See attached Required Competencies

SALARY RANGE: $63,402 to $94550 (depending on experience)

BENEFITS: Standard Kendall County benefits package

FLSA EXEMPT/NON-EXEMPT: Exempt

REGULAR HOURS OF WORK: Generally between 8:00 a.m. and 4:30 p.m.

STARTING DATE: July 1, 2018

POSTING CLOSING DATE: May 29, 2018

Persons interested in this position must submit a letter and resume to:

Timothy J. McCann, Presiding Judge
Kendall County Courthouse
807 W. John St.
Yorkville, IL 60560.

The 23rd Judicial Circuit is an Equal Opportunity Employer. No applicant for employment shall be discriminated against because of age, race, color, religion, sex, marital status, national origin or disability.
Kendall County Court Services

Director

Required Competencies

All applicants must be certified as eligible by AOIC and meet the following criteria:

1. Have a Master's Degree in management, public administration, criminal justice or social services; and
2. have at least five years of employment in the areas of probation and court services, at least two of which are at a supervisory level; and
3. have at least one year of the required years of employment in the area of juvenile probation/court services.

or:

1. A Bachelor's Degree in management, public administration, criminal justice or social services; and
2. have at least seven or more years of employment in the areas of probation and court services, at least three of which are at the supervisory level; and
3. have at least one year of the required years of employment in the area of juvenile probation/court services.

In addition to the above requirements, the successful applicant must have demonstrated ability in the following:

1. Oral/written communication skills;
2. Strong interpersonal skills;
3. Proven abilities in the areas of staff motivation and development;
4. Planning /organizing and program development skills;
5. Application of judgment and decision making; and
6. Ability to learn and utilize computer software (including TRACKER)

All applicant finalists will be subject to a criminal history record check and a pre-employment drug screen.

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Kendall County Court Services

Director

Duties and Responsibilities

Under the direction of the Chief and Presiding Judges, the Director of Court Services will perform activities to include, but not be limited to, the following:

1. Direct and lead the operation of Court Services within the 23rd Judicial Circuit, including adult and juvenile services, pretrial services, administrative services, drug court services, juvenile detention services and all related services.

2. Leadership of Kendall County Court Services consistent with the Mission Statement of Kendall County Court Services.

3. Serves as a role model for staff in Kendall County Court Services.

4. Stays current with best practices, legislative changes, and research in the field of probation, detention, pretrial services, and court services and applies that knowledge to organizational programs and operations.

5. Establishes and enforces policies and procedures designed to comply with evidence based practices and with polices which promote the Mission Statement of Kendall County Court Services.

6. Prepares, monitors, and manages the budgets of Kendall County Court Services.

7. Develops, implements, and evaluates organizational goals and objectives of Kendall County Court Services.

8. Manages the selection, training, and supervision of personnel, communications and public information systems, labor-management relations and collaboration with other governmental and other agencies and organizations to enhance public safety and promote a community corrections philosophy which supports the Mission Statement of Kendall County Court Services.
9. Engages and supervises a management team which is responsible for planning, directing, coordinating and evaluating the work activities of the professional probation staff, who are involved in a wide range of adult and juvenile probation services, e.g. pretrial services, adult and juvenile probation services, presentence investigations, social history investigations, public service work coordination, and the entire range of probation services under the laws of the State of Illinois.

10. Supports the creation and operation of specialty court programs, including drug, mental health, and veterans court programs.

11. Oversees quality assurance and evaluation programs of Kendall County Court Services.

12. Insures adequate training of the staff, including mandatory training as may be required by the Administrative Office of the Illinois Courts.

13. Encourages appropriate staff development, including promoting professional development and staff-supported initiatives.

14. Works cooperatively with the judiciary, County Board, other administrative and governmental bodies, and assures compliance with all administrative regulations as directed by the Administrative Office of the Illinois Courts.

15. Responds appropriately under pressure resulting from the nature of probation and court services related activities.

16. Imposes appropriate staff discipline as necessary pursuant to the guidelines of Kendall County Court Services.

17. Conducts him/her self professionally at all times, in matters of appearance and activities.

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Kendall County Court Services

Mission Statement:

"The mission of the 23rd Judicial Circuit Court Services is to serve the community by promoting positive behavioral change utilizing proven methods to increase public safety."

Kendall County Court Services accomplishes this mission by:

1. Maintaining a work environment in which mutual respect, teamwork and collaboration are central components and positivity and creativity are encouraged.

2. Being responsive to the Courts and upholding the belief in the ability to change.

3. Developing, implementing and evaluating the success and cost effectiveness of programs and services.

4. Utilizing effective assessment tools and adapting services to meet individual needs that will help guide case management in order to promote social growth and personal responsibility.

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