

October 8, 2024
JOB VACANCY ANNOUNCEMENT

3rd Judicial Circuit Court
Madison County Courthouse
155 N. Main St., Ste. 405
Edwardsville, IL 62025

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

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| POSITION: | Trial Court Administrator |
| DIVISION: | 3rd Judicial Circuit Court |
| 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. |
| SALARY: | Starting at \$91,844; commensurate with experience |

ESSENTIAL DUTIES: Under general policy direction from the Chief Judge, the Trial Court Administrator (TCA) plans and oversees the supervision of non-judicial personnel, case management procedures, administrative and facility operations, budget management, coordinates the court's daily administrative affairs, and participates in the negotiation and administration of labor contracts.

Functions include:

- Recruits, trains, and supervises all non-judicial court-related personnel on state and county payrolls.
- Responsible for administering personnel policies and procedures as applicable to non-judicial state-paid and county-paid employees.
- Participates in labor/management relations activities. Attends meetings with union officials and bargaining teams for the purpose of negotiating collective bargaining agreements.
- Drafts and prepares contract proposals and counterproposals for negotiations.
- Serves as a liaison between the Chief Judge, Administrative Office of the Illinois Courts, the Probation Department(s), local government units, and community service organizations.
- Participates in discussions with union representatives regarding discipline matters and grievance handling, contract administration, matters regarding on-going negotiations, labor concerns of employers, and other matters pertaining to labor relations.
- Responsible for the fiscal management of the trial court operations, including budget preparation and administration, payroll, purchasing, and audit functions.
- Prepares and analyzes pending caseload statistics to improve case processing efficiency.
- Responsible for maintaining effective systems for records storage, document preparation, and legal research.
- Develops and implements long range equipment and facility plans, maintains property control records, conducts physical inventories, and ensures the Court's equipment is properly maintained.
- Responsible for the court security plan.
- Serves as a representative of the court in media relations, develops public information programs, and press releases.
- Oversees management of the jury commission. Includes supervising and directing, on the Court's behalf, the calling and handling of petit and grand jurors ensuring economical and expeditious disposition of court cases.
- Directs the preparation of the annual report to the court and to the public, including recommendations for more expeditious disposition of the business of the court.
- Performs other duties as assigned.

EXPERIENCE AND EDUCATION: A Bachelor's degree in management, public administration, criminal justice or a related field and five (5) years experience in a court or other governmental or private sector service organization.

A Master's degree in public administration, business administration, or a related field may be substituted for the experience. A juris doctorate degree and supervisory experience is preferred.

Candidates must possess a demonstrated knowledge of the principles, scope, and process of collective bargaining in the public sector; ability to advise and interact with all levels of management and internal and external stakeholders; ability to plan, organize, and manage employees; working knowledge of laws and statutes as they relate to the operations of the court system; working knowledge of the functions, organization, and governing regulations of the court system; knowledge and experience using Microsoft Office Professional Suite; ability to analyze and evaluate complex data, evaluate alternative solutions and identify consequences of decisions and recommendations, and prepare technical reports; proven analytical skills and experience in planning and implementing a budget; excellent written and oral communication skills, techniques for interviewing; strong analytical, organizational, and interpersonal skills; use of independent judgment within established practice and procedural guidelines; knowledge of automated record systems; and 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.

PHYSICAL REQUIREMENTS: This position requires the ability to sit for extended periods of time. Applicant must have the ability to travel as required. This is a professional office working environment requiring telephone usage and ability to process written documents.

APPLICATION PROCESS: Electronic submission is preferred. Interested individuals should submit – via email – a letter of interest, resume, and a completed [Judicial Branch Employment Application](#) to:

mdavis@madisoncountyl.gov

Applicant's information must be received no later than Thursday, October 31, 2024.

EQUAL OPPORTUNITY EMPLOYER