

September 18, 2024

JOB VACANCY ANNOUNCEMENT
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS
222 North LaSalle Street, 13th Floor
Chicago, Illinois 60601

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

POSITION:	Operations Manager
LOCATION:	Hybrid (Remote/In Person) Chicago AOIC Office
DIVISION:	AOIC Judicial College Division
SALARY:	\$71,132 – commensurate with experience
BENEFITS:	An attractive judicial branch benefits package is offered, including, pension, medical, dental, vision, life insurance, deferred compensation options, as well as vacation, sick and personal leave.
REPORTING RELATIONSHIP:	Associate Deputy Director, Operations and Event Planning

BACKGROUND: The Supreme Court of Illinois Judicial College (Judicial College) was established January 1, 2016 by Order of the Illinois Supreme Court to provide comprehensive continuing education to Illinois judges and judicial branch justice partners including, adult and juvenile probation and detention officers, circuit court clerks and deputy clerks, trial court administrators, guardians *ad litem* in abuse and neglect matters, legal and administrative judicial branch staff, and pretrial officers. The Judicial College is comprised of seven Standing Committees and numerous Workgroups governed by a Board of Trustees. The Judicial College Division of the Administrative Office of the Illinois Courts (AOIC) and its four Units – *Learning & Development, eLearning & Technology Services, Professional Development and Operations and Event Management*, support the Judicial College in collaboration with other AOIC Divisions and non-Judicial College Supreme Court Boards, Committees, and Commission on professional education.

- *for more about the Supreme Court of Illinois Judicial College, visit:*
http://illinoiscourts.gov/IL_Judicial_College/default.asp

POSITION OVERVIEW:

Operations Manager positions are in the AOIC Judicial College Division Operations and Event Management Unit and report directly to the Unit Associate Deputy Director. The position oversees the day-to-day administrative and operational obligations of the Judicial College Division and the Judicial College, including Division payroll, leave and travel, travel vouchers, supplies, inventory, and fulfillment of educational materials and resources, other Judicial College and Division fiscal matters, including overall budget and expense management, including purchase requisitions, vendor agreements, vendor invoices and invoice voucher management.

DUTIES AND RESPONSIBILITIES

- Provides overall administrative and operational support to the Associate Deputy Director and the Director.
- Facilitates the execution of the goals, projects and priorities impacting the Judicial College Division Judicial College – wide operations.
- External and internal facing responsibilities, including the administrative and operational functions of the Division aiding the implementation of Unit specific provisions of the *Judicial College Strategic Plan*.
- Utilizes standard operating procedures, guidelines and standards to aid the effective and efficient operations of the Division and the Judicial College.
- Manages administrative and operational duties consistent with AOIC policies and procedures, including, Human Resource practices and policies, the Supreme Court of Illinois Judicial Branch Procurement Code, the AOIC Retention Schedule for Records, Judicial Branch Travel Guidelines and statutes, Judicial College Board of Trustee policies, and related internal procedures.
- Facilitates and tracks inventory of equipment, supplies, publications and other educational materials and resources for the Judicial College Division and the Judicial College.
- Adhere to standard operating procedures and processes for managing payroll, leave, travel and fiscal matters.
- Maintain records to support audit inquiries impacting procurement, expenditures, equipment and inventory.
- Maintains confidentiality of sensitive information.

PROFESSIONAL EXPERIENCE QUALIFICATIONS: Five years of progressive administrative and operational experience supporting executive level managers required. Demonstrated knowledge of Human Resource protocols, practices and procedures, procurement guidelines, travel policies, budget, expense reporting and recordkeeping, vouchering, and inventory control, required in lieu of formal degree.

PHYSICAL REQUIREMENTS: This position requires in-state travel and may require out of state travel on occasion, the ability to lift and carry objects (approximately 25 lbs.), sit and/or stand for extended periods of time; ability to use computer and standard office equipment, process written and electronic documents. Must have or be able to obtain a valid Illinois driver's license.

At this time, this position is hybrid, allowing for remote work from a Chicago area-home, except for scheduled in-office meeting and planning days, and on-site meetings and events. Employees will be provided a laptop and related computer equipment necessary to perform work duties but must have sufficient home internet (at no cost to employer) to work remotely. Candidates must be able to report to the Chicago office or the identified meeting or event site when in-person attendance is required. Hybrid work privileges are subject to work responsiveness and the Supreme Court of Illinois Remote Work Policy.

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.

Equal Opportunity Employer