

17TH JUDICIAL CIRCUIT COURT POSTING FOR SERVICES

RESIDENTIAL FORECLOSURE MEDIATION PROGRAM COORDINATOR

The 17th Judicial Circuit Court is accepting applications to provide administrative services in connection with its Residential Foreclosure Mediation Program.

LOCATION: Winnebago County Courthouse– Rockford, Illinois

SUMMARY OF RESPONSIBILITIES:

Coordinates and administers the Circuit Court’s residential foreclosure mediation program. This position is responsible for tracking timeframes for homeowner’s entry into the Program; contacting Program applicants regarding approaching deadlines and program requirements; coordinating the collection of documents from homeowners to complete the homeowner’s Program application; communication with lender’s attorneys regarding the status of application; updating program data in an online monitoring database; maintaining a record of work activity; scheduling contracted mediators, and other assignments at the direction of the Chief Judge and Supervising Judge of the Residential Foreclosure Mediation Program.

POSITION REQUIREMENTS:

Applicants must have Microsoft Outlook and Excel experience. The ability to effectively communicate and work with people from a wide variety of backgrounds in a positive manner is necessary. High school education or equivalent required. **Must possess willingness to learn about residential foreclosure process and the documents required by lenders and servicers for mortgage modification.**

COMPENSATION:

\$15.00 per hour. Part-time, up to 20 hours per week. Specific schedule to be negotiated, but service provision must be confined to the hours of 8:00 am and 5:00 pm, Monday through Friday. Illinois Mutual Retirement Fund (IMRF) pension.

**SEND RESUME AND COVER LETTER TO: THOMAS R. JAKWAY
TRIAL COURT ADMINISTRATOR
17TH JUDICIAL CIRCUIT
400 WEST STATE STREET, ROOM 215
ROCKFORD, IL 61101**

Be advised that all offers of employment are conditional, subject to a satisfactory background review, fitness evaluation and drug test.

POSTED: 10/5/2021

EXPIRATION: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER