

17TH JUDICIAL CIRCUIT COURT POSTING FOR SERVICES

INDEPENDENT CONTRACT POSITION: ADMINISTRATIVE ASSISTANT TO JUVENILE ABUSE AND NEGLECT GUARDIANS AD LITEM

The 17th Judicial Circuit Court is accepting applications for an independent contract position that provides administrative services for the court's contract Guardians *ad Litem*, who represent the best interest of children in abuse and neglect court. This contract position is an integral component in the overall provision of child welfare services in Winnebago County.

LOCATION: Winnebago County Juvenile Justice Center – Rockford, Illinois.

SUMMARY OF RESPONSIBILITIES:

Applicant will serve as an independent contractor pursuant to agreed terms and conditions and work within parameters established by the Office of the Chief Judge. This position will provide administrative support to the court's contract Guardians *ad Litem* in juvenile abuse and neglect court. Services include, but are not limited to, file organization; record keeping; investigation assistance; general correspondence; document and report preparation; scheduling; and phone reception. Daily schedule, hours and work performed including possible telework options is subject to the discretion and direction of the contract Guardians *ad Litem*.

POSITION REQUIREMENTS:

Applicants must have the ability to effectively communicate and work with people from a wide variety of backgrounds in a positive manner. Attention to detail and the ability to perform work independently while protecting sensitive and confidential information is of utmost importance. Basic computer literacy and proficiency is required. High school education or equivalent required, with secondary education degree preferred. Applicants with legal secretarial work experience and/or child welfare work experience will be given preference.

COMPENSATION:

\$15.50 per hour. Maximum of 30 hours per week. **No Benefits. Independent contractor is responsible for all state, local and federal tax obligations.**

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

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