

October 30, 2009

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:	Training Manager
DIVISION:	Judicial Education
WORK LOCATION:	3101 Old Jacksonville Road Springfield, Illinois 62704
SALARY MINIMUM:	\$57,525 per year
REPORTING RELATIONSHIP:	Assistant Director, Judicial Education Division

ESSENTIAL DUTIES: The Judicial Education Training Manager facilitates and coordinates all phases of judicial education design, delivery, and presentation. The Training Manager provides on-site coordination of training seminars, assists in evaluating programs and assessing future training needs, and develops reports and summaries of educational efforts. The Training Manager works closely with judicial faculty and committee members to plan, coordinate and facilitate ongoing education programs for Illinois judges and other judicial, court and support staff, as assigned.

EXPERIENCE, EDUCATION AND TRAINING REQUIREMENTS: A minimum of two (2) years work experience in teaching, developing and administering adult education and training programs, preferably for judges or attorneys, or equivalent experience is required. A bachelor's degree in education, court administration, public administration or a related field is required. An advanced degree in a related field and/or a J.D. with knowledge of the judicial branch is strongly preferred. Successful candidate must possess strong organizational, project management, oral and written communication skills. Experience with various technologies which aid in the delivery of educational training strongly preferred.

PHYSICAL REQUIREMENTS: Ability to sit for extended time periods. Normal office working environment requiring extensive use of a personal computer, telephone, facsimile and other office technologies. State-wide travel required.

Applicants should submit a letter of interest with resume to: Administrative Office of the Illinois Courts, Attention: Cyra Mott, 222 North LaSalle Street, 13th Floor, Chicago, IL 60601 to be received no later than December 1, 2009.

EQUAL OPPORTUNITY EMPLOYER