

**DIRECTOR OF COURT SERVICES  
NINTH JUDICIAL CIRCUIT, KNOX COUNTY, IL**

**POSITION ANNOUNCEMENT  
POSTING PERIOD: May 7, 2025 – May 30, 2025**

The Director is required to oversee all of the operations of the Court Services Department which includes budgeting, personnel management, strategic planning, resource planning, statistical reporting, contract management, and Information Technology. The Director is employed by and reports to the Chief Judge of the Ninth Judicial Circuit.

The ideal candidate will demonstrate integrity, be confident and persuasive, with strong oral and written communications skills. Will coach and mentor subordinate professional and clerical staff, take responsibility in decision-making, provide direction, and be a problem-solver who can follow through on initiatives and directives.

This position is located in Galesburg, IL but requires travel to all 6 counties of the Ninth Judicial Circuit (Fulton, Hancock, Henderson, Knox, McDonough and Warren).

**Duties and Responsibilities:**

The Director of Court Services is directly responsible to the Chief Judge of the Ninth Judicial Circuit. His/her duties include but are not limited to the following:

1. Develop sound philosophy, procedures, and policies for the department.
2. Maintain a current knowledge of statutes, court decisions, legal procedures, and developments in the field of probation and criminal justice administration.
3. Analyze offender and community needs for services and programs.
4. Develop and submit Annual Plan and Annual Report for the department.
5. Regularly monitor and analyze revenues, and expenses to assure efficient and effective operation of the department.
6. Develop, prepare and submit annual budget for the department.
7. Oversees Superintendent of Detention and the Mary Davis Home in cooperation with Knox County.
8. Work collaboratively and cooperatively with agencies, individuals, and governmental units with whom the department interacts, including the county boards of all six counties.
9. Attend monthly committee meetings and other County Board meetings as needed.
10. Promote an atmosphere of dedication, cooperation, communication, and professionalism among the staff.
11. Recommend hiring and dismissal of staff in accordance with the court and departmental policy.
12. Develop, facilitate, coordinate, and encourage professional staff training. Enforce the training standards mandated by AOIC.
13. Assign staff to duties consistent with their abilities and departmental needs.

14. Develop and maintain up-to-date personnel and policy/procedure manuals.
15. Conduct performance evaluations regarding the performance of professional and clerical staff.
16. Plan and develop direct probation service programs that will enhance the department.
17. Conduct staff meetings on current departmental or division issues, concerning procedures and policies.
18. Keep judiciary, county board and Administrative Office of the Illinois Courts – Probation Division informed of appropriate issues.
19. Address needs, requests, rules and requirements of the Judiciary, County Board, and the Administrative Office of the Illinois Courts.
20. Participate in community activities that will enhance the overall operations of the department.
21. Conduct him/herself in a professional manner while performing duties.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Proven leadership skills with demonstrated experience leading a complex organization.
- Proficiency in public or business administration procedures and practices, including budgeting techniques and methods.
- Substantial management experience with an outstanding track record of motivating teams and managing a diverse work force.
- Comprehensive knowledge of methods and procedures for developing and administering probation and court services programs.
- Comprehensive knowledge of methods of casework philosophy and supervision, methods, practices, individual and group behavior, and court social work.
- Outstanding written and oral communication skills.
- Thorough understanding of court procedures, practices, and terminology including State statutes, court rules and local ordinances.
- Exhibit the ability to be dynamic, confident, and decisive.
- Possess the skills to work with great diplomacy with members of the judiciary and other justice partners.

## EDUCATION/EXPERIENCE

A Master's degree in management, public administration, criminal justice, or social services, and five or more years of employment in probation/court services, at least three of which are at a supervisory or administrative level; or,

A bachelor's degree and seven or more years of employment in probation/court services, at least four of which are at a supervisory or administrative level.

**Starting Date:** On or after July 1, 2025

**Starting Salary:** Base salary is \$80,875 – \$109,059 based on experience and qualification of the candidate.

### Application Process:

All applicants must be certified as eligible by the Administrative Office of the Illinois Courts (AOIC).

Please submit a cover letter, resume' and AOIC application to:

Chief Judge Raymond A. Cavanaugh  
Office of the Chief Judge  
Ninth Judicial Circuit  
130 S. Lafayette St., Suite 30  
Macomb, IL 61455

Or via mail, e-mail, or fax to:

Sandra R. Redington, Trial Court Administrator  
Office of the Chief Judge  
Ninth Judicial Circuit  
130 S. Lafayette St., Suite 30  
Macomb, IL 61455  
[sredington@9thjudicial.org](mailto:sredington@9thjudicial.org)

The AOIC application can be found on the following website:

[http://www.state.il.us/court/Administrative/forms/Probation/Employment/Probation-Court\\_Services\\_Employment-Promotion\\_Application.pdf](http://www.state.il.us/court/Administrative/forms/Probation/Employment/Probation-Court_Services_Employment-Promotion_Application.pdf)

The deadline for applications is: May 30, 2025 at 5:00 p.m.

**EEO STATEMENT**

The Ninth Judicial Circuit is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**ADDITIONAL**

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related duties as assigned by immediate supervisor and other management as required. This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.