

November 22, 2019

**JOB VACANCY ANNOUNCEMENT**  
**ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**  
**222 N. LaSalle Street, 13<sup>th</sup> Floor**  
**Chicago, IL 60601**

<b>POSITION:</b>	Senior Program Manager, Legal Technology Initiatives
<b>DIVISION:</b>	Access to Justice Division – Chicago
<b>SALARY:</b>	Grade 82, beginning salary of pay grade is \$62,244; salary at time of hire to be commensurate with experience
<b>REPORTING RELATIONSHIP:</b>	Assistant Director, Access to Justice Division

**PURPOSE**

The Senior Program Manager, Legal Technology Initiatives is a non-supervisory, professional position responsible for identifying and recommending technology-based strategies for the Judicial Branch to address the growing numbers of self-represented litigants (SRL) and limited English proficient (LEP) litigants coming to court. Work is performed under the direct supervision of the Supervisory Senior Program Manager and Assistant Director of the Access to Justice Division.

**ESSENTIAL FUNCTIONS**

- Identifies, analyzes, and implements best practices for technology-based programs and services to empower SRLs and LEP litigants to more fully participate in their court case.
- Coordinates current technology related initiatives such as e-filing, remote appearances, online dispute resolution, video remote interpretation, and identifies and develops new technology initiatives as they relate to SRL and LEP litigants in collaboration with other court stakeholders.
- In evaluating and implementing technology-based programs and services, considers the user experience and user-center design.
- In consultation with the Assistant Director, manages Illinois Supreme Court's Commission on Access to Justice (ATJ Commission) website, design, and social media content.
- Communicates and builds relationships with collaborative partners and key stakeholders including legal aid and pro bono programs, national, state and local bar associations, other legal organizations and others providing services to Illinois' low income and vulnerable populations.
- In consultation with the Assistant Director, serves as a liaison to the ATJ Commission and its various subcommittees.
- Researches policy and procedural issues and prepares memoranda and reports.
- Functions as a liaison, as needed, for court-related technology committees, self-represented litigant advisory committees, LEP advisory committees, and national organizations.
- Collects data and prepares statistical and informational reports measuring court-based programs, policies, and trainings that assist self-represented litigants as to their effectiveness.
- Performs other duties as assigned.

## **EXPERIENCE, EDUCATION, AND TRAINING REQUIREMENTS**

A Juris Doctor Degree from an accredited law school approved by the American Bar Association with two to four years experience is preferred. Preference is given to experience in civil legal aid, court administration or public administration with project management, significant pro bono work, or technology project implementation experience. At a minimum, candidates must have a bachelor's degree and three years of related experience.

## **SELECTION FACTORS**

### **Knowledge and Skills**

- Understanding of barriers facing SRLs and LEP litigants' ability to participate in the court process as well as familiarity with the Access to Justice policy issues.
- Knowledge of the principles and practices of court management and operations.
- Skills in program development, implementation, and evaluation.
- Familiarity with court-based technology like electronic filing service providers, online dispute resolution, and other remote access technology like Zoom.
- Proficiency with Microsoft Office products, including PowerPoint, Excel, Adobe, and Access.
- Knowledge of the principles and techniques of short-term and long-range project management.
- Strong written and oral communication skills.
- Strong organizational and interpersonal skills.
- Use of independent judgment within established practice and procedural guidelines.
- Ability to collect data and prepare statistical and informational reports.
- Ability to coordinate with councils, committees, state agencies, and other organizations.
- Must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

### **Physical Requirements**

1. Ability to sit for extended time periods.
2. Professional office working environment requiring telephone usage and ability to process written documents.
3. Travel within Illinois required.

**Interested persons should submit - via email - a letter of interest, resume, and completed Judicial Branch Employment Application to:**

[courtempoyment@IllinoisCourts.gov](mailto:courtempoyment@IllinoisCourts.gov)

## **EQUAL OPPORTUNITY EMPLOYER**

This position will remain open until filled. However, those persons submitting materials by **Wednesday, January 8, 2020** will be given first consideration.