

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 seeking applicants for an independent contract position that plays a vital role in protecting children in our community. This position provides administrative support to the court's contract Guardians ad Litem, who advocate for the best interests of children involved in abuse and neglect cases. By supporting this work, the position helps ensure that children's voices are heard, court proceedings are timely and effective, and essential child welfare services are delivered throughout Winnebago County.

The position is projected to be **filled in early March 2026**.

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

SUMMARY OF RESPONSIBILITIES:

- Provide administrative support to the court's four contract Guardians ad Litem, enabling effective advocacy for the safety, stability, and best interests of children involved in juvenile abuse and neglect cases.
- Organize and maintain case files and records to support timely and effective court proceedings.
- Assist with investigative support tasks as directed by the Guardians ad Litem.
- Prepare and manage correspondence, reports, and court-related documents.
- Coordinate scheduling and appointments, including court-related matters.
- Provide phone reception and communication support for the Guardians ad Litem.
- Work schedule, hours, and daily tasks are determined at the discretion and direction of the contract Guardians ad Litem, consistent with independent contractor status.

POSITION REQUIREMENTS:

- Ability to communicate clearly and work effectively with individuals from diverse backgrounds in a respectful and professional manner.
- Strong attention to detail and the ability to work independently while handling sensitive and confidential information.
- Basic computer literacy and general proficiency with common office software and systems.
- High school diploma or equivalent required; post-secondary education is preferred.
- Preference will be given to applicants with experience in legal secretarial work and/or child welfare-related fields.

COMPENSATION:

\$21.50 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 Court
400 West State Street, Room 215
Rockford, Illinois 61101
tjakeway@17thcircuit.illinoiscourts.gov

POSTED: January 28, 2026

Applications will be accepted until the position is filled.