

June 7, 2024
JOB VACANCY ANNOUNCEMENT

Cook County Mandatory Arbitration
222 N. LaSalle St.
Chicago, IL 60601

Applicant may be required to submit additional material and/or complete job specific tests for the position.

POSITION:	Mandatory Arbitration Coordinator
DIVISION:	Circuit Court of Cook County, Mandatory Arbitration
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
SALARY:	Starting at \$47,253 per year

ESSENTIAL DUTIES: The Mandatory Arbitration Coordinator supports the Mandatory Arbitration Administrator (Cook) with all operational needs of the program daily and assists judges in the courtroom assigned to manage alternative dispute resolution calendars as needed. This position works under the direct supervision of the Mandatory Arbitration Administrator (Cook) and as needed by the presiding/supervising judges assigned to the program and the chief circuit judge. Please note, this is a full-time in-person position and does not allow for remote work.

Functions include:

- Assists in case management of a high-volume calendar of court cases for multiple divisions of the circuit court.
- Coordinates and manages daily court calls, involving multiple cases, attorneys, parties, and interpreters (when requested).
- Schedules and manages remote court proceedings for assigned case load for both in person cases and remote format cases (Zoom court).
- Completes accurate and timely recordkeeping on assigned case load including creating and completing documents/awards and submissions on arbitration cases.
- Verifies and audits assigned case load and paperwork for accuracy.
- Assists in scheduling of arbitrators for dates of service, including fair and equitable scheduling and replacement of assigned arbitrators as needed.
- Processes financial payment vouchers to send to the Comptroller's Office for arbitrator assigned to the case load.
- E-files awards with Clerk of the Circuit Court.
- Monitors Clerk of the Circuit Court's computer docket daily to retrieve information on assigned caseload to answer questions and provides accurate up to date information as needed.
- Performs data management of case load in Access or Excel to ensure the mandatory arbitration calendar is accurate and up to date.
- Assists court stakeholders, both internal and external, with inquiries via various forms of communication.

- Serves as receptionist, including greeting visitors, and performs such office support activities as filing, data entry, sorting and distributing mail.
- Performs all other duties as assigned.

EXPERIENCE, EDUCATION, AND TRAINING REQUIREMENTS: Bachelor's degree (preferred), bilingual in Spanish (preferred), and two years of relatable experience, or an equivalent combination of education and experience. Candidate should have the ability to understand directions and complete tasks using proper procedures required by the supervisor and the Court; must possess excellent computer skills, including proficiency with Word, Outlook, Excel, and Access plus working knowledge of videoconferencing platforms such as Zoom, Microsoft Teams, and Cisco Webex; possess excellent written and oral communication skills and convey information in a tactful and diplomatic manner; must have the ability to interact, work and integrate with all levels of court stakeholders.

PHYSICAL REQUIREMENTS: This position requires the ability to retrieve files and sit for extended periods of time. This is a normal office environment requiring telephone and computer usage and the ability to process written documents.

APPLICATION PROCESS: Interested individuals should submit a letter of interest, resume, and a completed [Judicial Branch Employment Application](#) by email with **Mandatory Arbitration** in the subject line to:

ocj.hr@cookcountyil.gov

Applicant's information must be received no later than Friday, July 5, 2024.

EQUAL OPPORTUNITY EMPLOYER