

**OFFICE OF THE CHIEF JUDGE
CIRCUIT COURT OF COOK COUNTY, ILLINOIS**

The Circuit Court of Cook County, Illinois, is accepting applications for appointment to the position of Cook County Public Guardian.

Minimum Qualifications:

The applicant shall:

- Have been awarded a *Juris Doctor* or comparable law degree by an accredited law school;
- Be duly licensed to practice law in the State of Illinois and in good standing;
- Have a minimum of five years management experience, including management of union and non-union staff

Salary: As set by the Cook County Board of Commissioners

Application Process:

Qualified applicants should submit:

1. A cover letter to Chief Judge Timothy C. Evans expressing interest in and showing eligibility for the appointment.
2. A resume detailing the applicant's work experience and history.
3. Three letters of reference.
4. A completed application form. The application form is available at www.cookcountycourt.org. A printed copy may be obtained from the Office of the Chief Judge, 50 West Washington Street, Room 2600, Richard J. Daley Center, Chicago, Illinois 60602.

Submissions containing all of the above items must be received by the Office of the Chief Judge no later than 4:30 p.m. on October 13, 2017. Submissions may be mailed or hand-delivered to:

Hon. Timothy C. Evans, Chief Judge
Circuit Court of Cook County
50 West Washington Street, Room 2600
Richard J. Daley Center
Chicago, Illinois 60602

or submitted by email to: ocj.hr@cookcountyil.gov or faxed to (312) 603-9932.

Only submissions complete at the time of submission will be considered.

JOB DESCRIPTION
OFFICE OF THE CHIEF JUDGE
CIRCUIT COURT OF COOK COUNTY, ILLINOIS
OFFICE OF THE COOK COUNTY PUBLIC GUARDIAN

Title: Cook County Public Guardian

Reports To: Chief Judge of the Circuit Court of Cook County

Summary:

The Cook County Public Guardian is appointed by the Chief Judge of the Circuit Court of Cook County pursuant to 755 ILCS 5/13 – 1.1 and Cook County Circuit Court General Order 1.5 (c). The Office of the Cook County Public Guardian is composed of three Divisions: ***Adult Guardianship***, in which the Office is the court-appointed guardian of the person and/or estate for approximately 600 adults with cognitive disabilities, manages approximately \$100 million in estate assets, and recovers stolen assets; ***Juvenile***, in which the Office is the court-appointed attorney and guardian *ad litem* for approximately 6,000 children in abuse and neglect proceedings; and ***Domestic Relations***, in which the Office is the appointed child representative for approximately 600 children in contentious custody and divorce proceedings.

Minimum Qualifications:

1. *Juris Doctor* Degree from an accredited law school.
2. Licensed to practice law in the State of Illinois and in good standing.
3. A minimum of five years management experience, including management of union and non-union staff.

The ideal candidate will also possess excellent professional judgment, leadership, management, communication, crisis intervention, and people skills; have experience interfacing with various media outlets; and have experience with development and management of office budget.

Essential Duties and Responsibilities:

The following core duties and tasks are fundamental to the performance of the job and must be performed pursuant to office policy. Other duties may be assigned and/or may be necessary in the performance of the job.

- Manages an office with 200+ union and non-union staff members comprising lawyers, paralegals, social workers, financial personnel, investigators, a psychologist and support staff.
- Is responsible for an annual office budget of approximately \$18 million.
- Is involved in all phases of personnel including hiring, promotions, and discipline.
- Is responsible for establishing and shepherding the legal and business strategic planning for the office.
- Directs legal strategy and appears in court on behalf of clients and wards in individual trial and appellate court cases.
- Appears in local and national news outlets in print, audio, and visual mediums to provide advocacy and public awareness on issues facing the office's clients and wards.
- Maintains legal skills and knowledge, consistent with professional responsibility and ethical requirements, especially with regard to the Juvenile Court Act, Probate Act of 1975, Illinois Power of Attorney Act, Living Will Act, Health Care Surrogate Act, Disposition of Remains Act, Cemetery Act, Code of Civil Procedure, Illinois Supreme Court Rules, Rules and

General Orders of the Circuit Court of Cook County, Illinois Rules of Evidence, and other laws, administrative rules, regulations or procedures pertinent to the Office of the Public Guardian.

- Visits clients and wards in the community and participates in home inspections.
- Is available 24 hours a day to provide on-call and after- hours direction to staff.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____

Date_____

**APPLICATION FOR APPOINTMENT AS
COOK COUNTY PUBLIC GUARDIAN**

This application, together with your cover letter, resume, and letters of reference, must be received by the Office of the Chief Judge no later than 4:30p.m. October 13, 2017.

Name

First

Middle or M.I.

Last

Home Address

No.

Street

Apt. /Suite

City, town, village

ZIP

Please answer the following questions on a separate document and attach to this application:

1. Please identify the law school from which you graduated, the degree conferred, and the date you were admitted to the Illinois bar.
2. Please describe your professional legal experience as it relates to the work of the Office of the Public Guardian.
3. Please describe your experience with regard to management of union and non-union staff.
4. Please describe your experience in developing and managing an office budget.
5. Please describe any special qualifications or expertise you would bring to the position of Cook County Public Guardian.

Notice: Your application form will be publicly posted on the website of the Circuit Court of Cook County at: <http://www.cookcountycourt.org/index.html>.