

# Circuit Clerk-Juvenile Family Supervisor

- **Type:** Full Time - Exempt
- **Salary/Pay Rate:** Salary commensurate with experience and qualifications
- **Posted Date:** 01/18/2023
- **Deadline to Apply:** Open until filled

Kendall County Circuit Clerk's Office has a full-time opening for the position of Juvenile Family Supervisor. The Juvenile Family Supervisor provides training, management and daily oversight to the Juvenile Family Division Deputy Circuit Clerk Staff. The Supervisor is responsible for occasionally performing various customer service, clerical, agency liaison and administrative tasks on behalf of the Kendall County Circuit Clerk's Office regarding and relating to the receipt, review, processing reporting and maintenance of official records for the Kendall County Circuit Court system. The Juvenile Family Supervisor is responsible to gather data and for preparation of reports and handles specialized projects.

A successful candidate will possess strong organizational skills, the ability to handle multiple tasks and meet deadlines. Qualified candidates must be available to work Monday through Friday during normal business hours in the Circuit Clerk's Office and on occasion, additional hours, as needed for the position. In addition, eligible candidates are required to possess the following minimum qualifications:

- A minimum of two (2) years of experience and seniority with the Kendall County Circuit Clerk's Office, or comparable experience.
- Proficient with JANO Justice Systems CMS, Word, Outlook, Excel, and Power Point.
- Previous supervisory experience is preferred.

The Kendall County Circuit Clerk's Office is an Equal Opportunity Employer, offering a competitive governmental salary, professional work environment, and excellent benefits, including, but not limited to Medical, Dental, Vision, Life Insurance as well as participation in the Illinois Municipal Retirement Fund pension program. A Monday – Friday 8:00AM – 4:30PM regular work day, 12-14 paid holidays, paid sick/personal and vacation days allow for work-life balance!

Please submit resume and cover letter to:

Lynn Cullick, Chief Deputy  
Kendall County Circuit Clerk  
807 W. John Street  
Yorkville, IL 60560

or email [lcullick@kendallcountyil.gov](mailto:lcullick@kendallcountyil.gov)

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