



**Position Recruitment Notification  
For Internal & External Candidates**

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**Job Classification:** Court Liaison Officer (Civilian)

**Department/Division:** Police Department  
**Employment Status:** Full-time  
**Annual Salary/Grade:** \$23.08/hr. - \$27.56/hr. +/- DOQ/Grade 11-GS  
**FLSA:** Non-Exempt  
**Union:** Non-Union  
**Employment Commission:** N/A

**Deadline for Application:** Open until filled, first review November 15, 2023

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**POSITION SUMMARY:**

This is a single class position under direction of the Police Records Supervisor. This position will maintain departmental records of court appearances, process subpoena requests, prepare court schedules, perform other necessary duties related to court proceedings and operate as the liaison between the Police Department and Cook County Judicial System. This position requires a valid Illinois driver's license and proof of insurability.

**INSTRUCTIONS TO APPLICANTS:**

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=604184128>

For additional information on the position visit our website at <http://www.oak-park.us/jobs>.

Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: [jobs@oak-park.us](mailto:jobs@oak-park.us); or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

**A COPY OF THE POSITION DESCRIPTION IS ATTACHED**

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



## COURT LIAISON OFFICER (CIVILIAN)

Department: Police

FLSA: Non-Union Non-exempt

Pay Band: 11-GS

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### DEFINITION

The function of the Court Liaison Officer is to maintain Departmental records of court appearances, process subpoena requests, prepare court schedules, perform other necessary duties related to court proceedings and operate as the liaison between the Police Department and the Cook County Judicial System.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Police Records Division Supervisor.

EXAMPLES OF DUTIES - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

#### Essential duties and responsibilities

1. Act as a central point of contact for the Fourth Municipal District Court facility on behalf of the Department.
2. Prepare yearly court schedule for members of the department.
3. Prepare weekly court schedule of traffic, misdemeanor and felony cases.
4. Electronically disseminate weekly court schedules within the Department
5. Attend regularly scheduled court proceedings assigned to members of the Oak Park Police Department at the Fourth Municipal District Court facility.
6. Maintain records of the dispositions of criminal cases adjudicated in the Maybrook facility on regularly scheduled misdemeanor and felony (preliminary) court dates.
7. Maintain timekeeping records of personnel who appear in court.



## COURT LIAISON OFFICER (CIVILIAN)

8. Process subpoena requests.
9. Advise the presiding judge of the status of officers who will not appear in court due to illness, etc.
10. Assist the Assistant State's Attorney, Court Clerk, and Village prosecutor as necessary with courtrelated requests.
11. Submit all Confiscate and Destroy Orders issued by the Court to the Property Custodian.
12. Notify the Department of changes in current court procedures.
13. Notify the Village prosecutor of local ordinance violations scheduled for court, and on approval of the Village Attorney provide copies of complaints and all required reports to the prosecuting attorney prior to the trial date.
14. Inform the Department of court related situations or incidents which are sensitive to the Department, newsworthy, etc.
15. Attend meetings with members of the judicial system and other law enforcement agencies to exchange information and develop goodwill and create a good working rapport with all court personnel.
16. Perform other duties as required by the Police Records Division Supervisor including mandatory station assignment when not performing duties required at the Maybrook facility.
17. Periodically attend bond hearings and hearings by the Village's Office of Adjudication when not assigned to regularly scheduled court proceedings.
18. Inform police officers of court dates for compliance and diversion tickets and subpoena requests for both court appearances and case reports.
19. Analyze trends related to court proceedings.

### QUALIFICATIONS

#### Knowledge of:

- Operational characteristics, services and activities of a police records management program and court proceedings.
- General law enforcement codes, practices and methods.



## COURT LIAISON OFFICER (CIVILIAN)

- Modern office procedures methods and computer equipment.
- Basic knowledge of the criminal justice system and the processing of information throughout the system.
- Pertinent Federal, State and local laws, codes and regulations.

### Ability to:

- Provide administrative and professional oversight of Department activities related to court proceedings.
- Research and analyze a variety of information and prepare clear and concise reports pertaining to court proceedings and other court related activity.
- Type accurately at a speed necessary for successful job performance.
- Communicate clearly and concisely, orally in writing and by electronic means of communication.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reasonable and predictable attendance

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing, or sitting for extended periods of time.*
- *Operating assigned office equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Operating assigned office equipment.*

### Experience and Training Guidelines

Experience: Two-three years of increasingly responsible police records retention experience including one year of administrative responsibility or/one year of administrative responsibility and or/one year of administrative responsibility and a Bachelor's degree from an accredited college or university with coursework in criminal justice, business administration, public administration or a related field.



## COURT LIAISON OFFICER (CIVILIAN)

Training: An Associate's degree from an accredited college or university with coursework in criminal justice, records management, business administration, public administration or a related field. A Bachelor's degree is preferred.

License of Certificate: Possess a valid Illinois driver's license and proof of insurability.

### WORKING CONDITIONS

Work in an office environment, sustained posture in a seated position for prolonged periods of time.

### Diversity Equity & Inclusion Statement

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.