

May 1, 2026

Job Vacancy Announcement
Office of the Chief Judge Twelfth Judicial Circuit, Illinois

Public Defender, County of Will

Position: Public Defender, Will County-Exempt/Non-Union

Division: Judicial Branch-Circuit Court of Will County

Benefits: Attractive benefits package offered by the County of Will, including medical, dental, vision, IMRF pension plan, life insurance, and deferred compensation

Salary: Set by statute pursuant to 55 ILCS 5/3-4007

Position Summary: Under administrative direction from the Chief Judge of the Twelfth Judicial Circuit; performs work of considerable difficulty in planning, organizing, supervising and administering the activities of the Will County Public Defender's Office; performs all related work as required. Performs professional legal work with the responsibility for all phases of the activities conducted by the Will County Public Defender's Office. Assigns cases of indigent persons accused of crimes as designated by the Judge to the Deputy Public Defenders and supervises their handling of the cases to ascertain that the Will County Public Defender's Office does everything possible to defend the accused competently within the rules of law and legal ethics.

Essential Duties and Responsibilities:

- Administers the activities of the Public Defender's Office
- Interviews, selects, and recommends hires and promotions, directs and evaluates employment decisions for all assigned positions
- Schedules employees' work assignments
- Trains subordinate staff
- Prepares office budget and operates within the budget
- Serves on various commissions and committees
- Determines office operating policy
- Prepares reports for the Court and County as required by state law
- Meets with and cooperates with local colleges and universities in their internship/externship programs
- Supervises an ongoing program of disseminating information on the latest decisions of the Appellate and Supreme Courts
- On occasion representing clients including preliminary hearings and bond court matters
- Keeps abreast of developments in the field of criminal law
- Maintains regular attendance and punctuality
- Maintains 24/7 availability to respond to emergencies, exercises and other related activities.
- Performs related duties as required or assigned within job classification

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

Education and Experience:

Graduation from an approved School of Law, and ten years' experience in professional legal work including three years' experience in an administrative or supervisory capacity; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Current license to practice law in the State of Illinois. Candidates must possess and maintain in good standing, a valid Illinois driver's license.

Candidates must also demonstrate knowledge and skill in the application of legal principles to individual cases or problems, the principles, methods, materials and practices of legal research, judicial procedures and the rules of evidence, the methods and practices of pleading cases and of effective techniques in the presentation of cases in court, federal and state laws, regulations and County ordinances. Candidates must demonstrate effective supervisory techniques and practices, and be familiar with office management principles and practices, management and leadership principles, County policies and procedures, applicable federal, state, and local laws, rules, regulations, codes, and/or statutes. A successful candidate should also show a proficiency at analyzing and appraising facts, evidence, precedents, and legal documents in complex and difficult cases, organizing legal materials in clear and logical form for effective verbal or written presentation, planning, scheduling, assigning, reviewing, and supervising the work of subordinate attorneys, and clerical and investigative personnel. The successful candidate should demonstrate skills at using computer hardware and software including word processing, spreadsheets, databases, email, etc., applying an acquired knowledge of procedures, rules, regulations, and services of office to which assigned. Finally, the candidate should be proficient at establishing and maintaining effective working relationships within the department and with division staff, and with other departments in addition to being able to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals, while providing leadership.

Physical Requirements:

Generally, the position requires duties similar to a standard office environment or courtroom. Sitting for long periods of time and walking throughout the office or courthouse, inclusive of navigating courtrooms, sometimes lifting, carrying, pushing, or pulling objects weighing up to 25 pounds, The position is located in a courthouse and in an indoor setting; an employee is required, at times to walk and climb stairs, handle, grasp, and feel, objects and equipment; the ability to reach with hands and arms above the head or below the waist; communicate ideas and information verbally and in writing, have the ability to move oneself quickly and easily from place to place, including in emergency situations; have the ability to repeat various motions with the hands, wrists, and fingers; have the ability to sit in chairs or climb onto stools, onto steps, and/or step ladders; occasionally, employees may come into contact with individuals in a crisis, experience unpleasant sensory demands associated with the usage of drugs or alcohol, and lack of personal care; in addition, employees may encounter potentially hostile situations and must be ready to alert courthouse security or respond quickly and effectively.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. If accommodation(s) are required, the employee must inform Human Resources at the onset of employment, or if after already employed, at the time the accommodation is needed.

Americans with Disabilities Act (ADA):

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job related responsibilities and tasks

other than those stated in this specification. Duties, responsibilities and activities may change at any time with or without notice. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the functions or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Equal Opportunity Employer:

The County of Will provides equal employment opportunities (EEO) to all employees and applicants for employment. In addition to all federal law requirements, the County of Will also complies with all other applicable state and local laws governing nondiscrimination in employment in every agency, department and location in which the County has employees. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, wages, benefits, training, transfers, promotion, leaves of absence, layoff, recall, and termination. This policy is applied without regard to race, creed, color, national origin/ancestry, religion, sex, gender-related identity, sexual orientation, age, disability (mental or physical), pregnancy, genetics, marital status, parental status, citizenship status, order of protection status, arrest record, and military status. The County of Will expressly prohibits any form of workplace harassment, intimidation and/or bullying based on these protected classes and to all employees at large. Improper interference with the ability of County of Will's employees to perform their job duties may result in discipline up to and including discharge from employment.

Application

Process:

Electronic submission is preferred. Please submit a current resume and cover letter outlining experience and send them to:

Office of the Chief Judge
Twelfth Judicial Circuit
100 West Jefferson St., 10th Floor
Joliet, IL 62704

rholland@il12thcourt.gov

Fax: (815) 727-8817 Attn: Roger Holland

Deadline:

June 1, 2026