OFFICE OF STATE PUBLIC DEFENDER

Executive Assistant

THE OFFICE

The Office of State Public Defender (OSPD) will be created as an independent office within the judicial branch on January 1, 2027. The 2025 FAIR Act, Public Act 104-0300, created the Office to provide for an effective public defense system throughout the State of Illinois. OSPD is charged with implementing uniform standards for trial-level public defense; systematically evaluating local needs and capacity; offering specialized support to local jurisdictions *(i.e., investigation, mitigation, and expert witness assistance*); and establishing clear and equitable procedures for distributing the Public Defender Fund, among other duties to ensure consistent, equitable, and high-quality defense services.

THE POSITION

The Executive Assistant is a senior advisor supporting the State Public Defender and senior management of Office State Public Defender (OSPD). This position supports State Public Defender and leadership by coordinating internal operations, managing information flow, and aiding in policy and system development. Operating with a high degree of independence and discretion, the Executive Assistant exercises sound professional judgment under the general guidance of the State Public Defender.

SALARY, BENEFITS & LOCATION

The position is located in Springfield, Illinois. This position's headquarter location could change based on future operational needs.

The salary is commensurate with experience. The salary range for this position is $116,640 to $140,340.

The required working hours are Monday to Friday, 8:30 AM to 5:00 PM. The State Public Defender, in his or her discretion, may potentially approve a hybrid work schedule.

An attractive benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time. Information about benefits provided by OSPD can be found here:

State Employee General Benefits

OSPD Summary of Benefits

ESSENTIAL FUNCTIONS

- Serves as a confidential advisor to the State Public Defender, Deputy State Public Defender and Chief of Staff.
- Collaborates with all senior leadership to advance agency goals, initiatives, and operational outcomes, and assists in tracking key initiatives and follow-up actions.
- Prepares and presents external reports and presentations on OSPD activities, including data-driven process improvements and key performance indicators.
- Prepares internal briefings, reports, and correspondence—frequently of a highly confidential nature—on behalf of the State Public Defender
- Contributes to the creation of systems and processes that enhance efficiency, productivity, and performance monitoring.
- Participates in strategic planning and problem-solving by thoroughly evaluating operational needs.
- Oversees the development of agency policy, programmatic materials and supporting documentation.
- Conducts independent research and investigative projects.
- Communicates with criminal justice stakeholders in Illinois counties.
- Organizes agency-wide meetings, trainings, and events, managing logistics, agendas, and documentation.
- Provides administrative support for emergency response protocols and assists with managing on-call communications when needed.
- Supports the execution of complex assignments and assists in monitoring progress toward achieving short- and long-term Division goals.
- Performs other duties as assigned.

QUALIFICATIONS

MINIMUM

- Bachelor's Degree from an accredited institution.
- Seven years of progressively responsible experience in state or local government or business administration.
- Five years of supervisory experience in a court, state or local government.
- Must possess a valid Illinois Driver's License and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

PREFERRED

- A Juris Doctor degree from a law school accredited by the American Bar Association or Master's Degree in public administration, public policy, business administration, or a related field.
- Licensed to practice law in Illinois.
- Ten years of progressively responsible experience in state or local government or business administration.
- Seven years of supervisory experience in a court, state or local government.
- Three years of experience as a manager with at least two levels of professional staff under his or her administrative direction or control.
- Experience directing operational staff of at least 50 people.

OTHER KNOWLEDGE, SKILLS & ABILITIES

- Effective oral and written communication, presentation, facilitation, and interpersonal skills.
- Ability to plan, organize, implement, and maintain a variety of functions and projects simultaneously and meet required deadlines and schedules.
- Ability to positively and professionally interact with co-workers.
- Demonstrated leadership skills including planning and priority setting, sound decision-making, problem-solving, and analytic and interpretive skills.
- Proficient in the use of Microsoft Office products (i.e., Word, Excel, Access, PowerPoint, Outlook).

WORKING CONDITIONS/STRUCTURE

- Ability to sit for extended time periods.
- Professional office working environment requiring telephone usage and ability to process written documents.
- Ability to travel, including overnight stays, as required.

HOW TO APPLY

Interested individuals should submit a resume here. All jobs vacancy announcements and application links are also available here or at www.ilosps.gov/join-our-team.

A judicial branch application is not required to apply, but it will be required before final hiring decisions are made. The application can be downloaded from the Illinois Courts website here.

This position will remain open until filled. However, those individuals submitting materials by November 6, 2026, will be given first consideration.

Any questions about this position or the application process can be submitted via email at the following address: HR@ilosps.gov

EQUAL OPPORTUNITY EMPLOYER