OFFICE OF STATE PUBLIC DEFENDER

Program Administrator

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 Program Administrator is a administrative professional responsible for overseeing operational, programmatic, and organizational functions within the Office of the Public Defender. The position ensures efficient service delivery to clients, supports attorneys and staff, manages program initiatives, and advances office priorities focused on equitable and effective representation.

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 $91,848 to $121,248. Up to 2 vacancies.

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 Program Administrator to support the mission and strategic goals of the Office of the Public Defender.
- Directs, implements, and monitors program operations, ensuring efficiency, compliance, and consistent service delivery.
- Develops and oversees policy objectives, operational protocols, and long- and short-term planning efforts.
- Conducts independent research and prepares reports, presentations, and data summaries for leadership, court stakeholders, and external partners.
- Coordinates systems, processes, and workflows to improve performance, reduce delays, and enhance client services.
- Evaluates data, trends, and key metrics to identify opportunities for improved outcomes and operational effectiveness.
- Collaborates with attorneys, investigators, social workers, court personnel, and external agencies to support program goals and address operational challenges.
- Represents the office in meetings with county officials, justice-system partners, community organizations, and collaborating agencies.
- Oversees preparation of administrative documents, including briefing materials, policy analyses, and communications for internal and external audiences.
- Ensures timely response to critical incidents or operational disruptions.
- Performs other duties as assigned.

QUALIFICATIONS

MINIMUM

- A Bachelor's Degree in criminal justice, public administration, social work, business administration or a related field.
- Five years of progressively responsible experience in state or local government or business administration.
- Three or more years working with indigent and public defense.
- 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

- Master's Degree in public administration, social work, criminal justice, business administration or related field.
- Seven years of progressively responsible experience in state or local government or business administration.
- Five or more years working with indigent and public defense.
- A Juris Doctorate degree from a law school accredited by the American Bar Association or Master's Degree in public or business administration.

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