OFFICE OF THE CHIEF JUDGE
JOB DESCRIPTION

Position:
Full time
Restorative Justice Community Court Peace Circle Keeper
Grade: 11
Salary: $35,278
Circuit Court of Cook County, Illinois, Office of the Chief Judge
Restorative Justice Community Court, Avondale Location

JOB SUMMARY:
The Restorative Justice Community Court (RJCC) is a criminal court located in Avondale, a neighborhood on the northwest side of Chicago. Unlike most criminal courts, the RJCC practices restorative justice, which means it empowers the community to create solutions to repair the harm caused by crime and conflict. The success of this court requires a robust partnership between the community and the criminal justice system in both its design and implementation.

The RJCC Peace Circle Keeper will provide operational support to the judiciary and community court team members under the direction of the RJCC Coordinator. The Peace Circle Keeper will facilitate peace circles consisting of defendants, families, victims, and community members with the goal of creating the Repair of Harm Agreement.

JOB RESPONSIBILITIES:
Responsibilities of the Peace Circle Keeper include:

• Preparing the parties for participation in the peace circle
• Preparing the questions and topics for initiating and facilitating discussion
• Maintaining a space that is respectful and safe
• Engaging circle participants in open discussion, while ensuring that confidentiality is respected
• Performing all necessary follow-up after conclusion of a peace circle process.
• Maintaining contact with circle participants and community members
• Other duties as assigned by the RJCC presiding judge or the RJCC Coordinator
Minimum Qualifications/Competencies:

- Appreciation for the mission and purposes of the Circuit Court of Cook County and the Restorative Justice Community Court
- Knowledge of the principles of restorative justice and the purpose of peace circles
- Experience in facilitating peace circles; formal training or certificate preferred
- Ability to work well with others as a member of the restorative justice team
- Desire to make a difference in the community and in people’s lives
- A positive attitude
- Proficiency with Microsoft Office suite, online collaborative tools, and overall computer skills/technical aptitude.
- Strong organizational skills and attention to detail, including the ability to balance competing priorities
- Effective written and oral communication skills and problem-solving and critical thinking ability
- Ability to work collaboratively with diverse professionals and all levels of staff and provide excellent customer service/support

The Office of the Chief Judge values diversity, is an Equal Opportunity Employer, does not discriminate on the basis of disability and encourages candidates with experience working in the field of Social Services, the Criminal Justice system and/or our client population to apply.