

August 28, 2025

JOB VACANCY ANNOUNCEMENT

ILLINOIS OFFICE OF STATEWIDE PRETRIAL SERVICES

POSITION:	Human Resources Assistant
NUMBER OF VACANCIES:	1
DIVISION:	Office of Statewide Pretrial Services, Director's Office
COMPENSATION RANGE:	\$50,568-\$58,512; starting salary commensurate with experience
SHIFTS:	Monday – Friday, 8:30 am – 5:00 pm
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time. Click Here for State Employee General Benefits Click Here for OSPS Summary of Benefits
LOCATION:	Springfield, IL
REPORTING RELATIONSHIP:	Hiring Manager

The Office of Statewide Pretrial Services' (OSPS or Office) is a statewide office that provides pretrial services under the Pretrial Services Act, 725 ILCS 185. The Office's mission is to assist in the administration of justice and promote community safety by ensuring fairness and equality in the pretrial process. OSPS prepares pretrial investigation reports for the courts and supervises individuals released from custody as directed by the court.

The Human Resource Assistant within the Office of Statewide Pretrial Services (OSPS) performs a variety of human resource related duties, including filing and organizing personnel paperwork, and managing timekeeping documentation and balances. This position works under the guidance of OSPS Human Resources management.

The required working hours for this position are:

Monday – Friday 8:30 am – 5:00 pm

BENEFITS:

An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.

[Click Here for State Employee General Benefits](#)

[Click Here for OSPS Summary of Benefits](#)

FUNCTIONS INCLUDE:

- Reviews and processes all timekeeping for OSPS staff and perform data entry for timekeeping, as necessary.
- Investigates timekeeping issues and contacts staff, managers and supervisors to reconcile errors.

- Prepares and maintains all necessary timekeeping documentation, including attendance summary sheets, either electronically or in hard copy.
- Responds to inquiries from OSPS staff about time balances, and vacation, sick leave and personal leave accrual.
- Prepares and distributes job vacancy announcements as directed.
- Screens prospective employees based on minimum and preferred qualifications and conducts reference checks of selected candidates.
- Prepares testing materials and administers and grades testing.
- Prepares and sends correspondence to applicants, including offer letters, onboarding paperwork and rejection letters.
- Receives and reviews all application materials, including resumes, cover letters, letters of reference and college transcripts and maintains job applicant lists and application materials for each vacancy.
- Create and maintain all employee personnel files.
- Prepare exit letters and surveys for employees resigning from OSPS.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- A Bachelor's Degree in human resources or a related field from an accredited institution, or equivalent experience.
- Ability to be LEADS (Law Enforcement Agencies Data System) certified.
- Proficient in the use of Microsoft Office products (i.e., Word, Excel, Access, PowerPoint, Outlook).
- A valid Illinois driver's license and ability to demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

Preferred Qualifications:

- Working knowledge of the Workers' Compensation Act, the Fair Labor Standards Act (FLSA), and other applicable state/federal statutes and regulations.

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 maintain high standards of confidentiality.
- Strong attention to detail.
- 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.

PHYSICAL REQUIREMENTS:

- 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 and cover letter through the form below.

<https://app.smartsheet.com/b/form/cfd6d666f464473185cddb0a5b7b361>

An OSPS Job Application is not required to apply, but it will be required before final hiring decisions are made. The application can be downloaded from the Join our Team website:

<https://www.iosps.gov/resources/ed0143bf-eaef-45ca-8a93-9c8964e1dd65/osps-job-application.pdf>

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

EQUAL OPPORTUNITY EMPLOYER