

17TH JUDICIAL CIRCUIT COURT WINNEBAGO COUNTY

NON BARGAINING UNIT VACANCY: Administrative Assistant to the Trial Court Administration Office

FULL-TIME POSITION WITH AVAILABLE WINNEBAGO COUNTY BENEFITS

COMPENSATION: \$16.00 to \$20.00 per hour, commensurate with experience

LOCATION: Winnebago County Courthouse, 400 West State Street, Rockford, Illinois 61101.

SUMMARY OF RESPONSIBILITIES:

The 17th Judicial Circuit is accepting applications for the position of Administrative Assistant to the Trial Court Administration Office. The Administrative Assistant to the Trial Court Administration Office, under the supervision of the Trial Court Administrator, provides administrative support and assists in the general management of the trial court administration office and its personnel. This position provides oversight of the circuit court budget and performs function in purchasing, accounting, processing accounts payable and accounts receivable, fiscal planning and payroll. Human resource assistance includes new employee hiring and orientations, employee benefits and leaves of absence policy development and training, maintenance of personnel files, and employee relations and recognition. Administrative support includes assisting with phone reception, coordinating building maintenance, organizing complex activities such as meetings, travel, conference and department activities, maintenance of a centralized calendaring system, creation and management of accurate and organized files, preservation of archives, and communication with colleagues, court patrons, and fellow county departments in an effective and professional manner. Other related duties may be assigned by the Chief Judge and Trial Court Administrator.

This position requires the handling of documents, information and court records of a highly confidential nature. Work is performed in conjunction with the court staff, including judges, administration, court reporters and bailiffs.

POSITION REQUIREMENTS:

High school diploma required. Associate's degree or equivalent from two-year college; or two years of closely related experience and/or training; or equivalent combination of education and experience. Applicants must possess strong organizational, analytical, interpersonal and communication skills, proficient with accounting concepts, and demonstrate experience with word processing, database software programs, and secretarial practices and procedures. Experience in Word, Excel, Adobe, Access and Outlook is required. Must be able to work independently on delegated administrative tasks. Knowledge and experience with other software programs, data analytics, and the court system is preferred. Ability to maintain confidentiality is essential.

HOW TO APPLY:

Send a resume and cover letter to:

THOMAS R. JAKEWAY,
TRIAL COURT ADMINISTRATOR
17TH JUDICIAL CIRCUIT COURT
400 WEST STATE STREET, ROOM 215
ROCKFORD, ILLINOIS 61101

Be advised that all offers of employment are conditional, subject to a satisfactory background review and medical examination, including drug testing.

POSTED: 11/18/2016

EXPIRATION: 12/2/2016

AN EQUAL OPPORTUNITY EMPLOYER