

OFFICE OF THE WINNEBAGO COUNTY JURY COMMISSION

NON-BARGAINING UNIT VACANCY:

PART-TIME ADMINISTRATIVE CLERK

HOURS: Variable - Up to 20 Hours Per Week – Monday through Friday

COMPENSATION: \$12.00 per hour. No County Benefits.

SUMMARY OF RESPONSIBILITIES:

- Work under the direct supervision of the Clerk of the Jury Commission to aid in the daily operation of the Winnebago County Jury Commission.
- Use software exclusive to the Jury Commission and issue required paperwork to secure prospective jurors.
- Process juror paperwork, communicate with prospective jurors on scheduling and perform juror orientations.
- Aid in the development of departmental communications, operational guidelines and other materials.
- Answer questions from jurors and the general public on jury service.
- Work in conjunction with the Circuit Court Staff, including judges, administrators, and bailiffs to coordinate and facilitate juror needs for pending trials.
- Additional duties as assigned by the Clerk of the Jury Commission.

EDUCATION and EXPERIENCE REQUIREMENTS:

- Combination of education and work experience equivalent to graduation from an accredited two-year college with major course work in public or business administration, and five (5) years of related administrative/secretarial experience, or any combination of education and experience.
- Excellent verbal and written communication skills.
- Ability to maintain and observe confidentiality regarding juror information.
- Ability to work independently on delegated administrative and judicial tasks.
- Proficiency in MS Word, MS Excel and MS Outlook with ability to learn new software programs.
- Ability to recognize and analyze problem areas and recommend strategy for improvement.
- Team player attitude is essential; must establish and maintain cohesive working relationships with department heads, staff, and the general public.
- Knowledge of court system and legal terminology helpful.

SEND COVER LETTER AND RESUME VIA REGULAR MAIL OR E-MAIL TO:

**Colleen L. Kruse
Clerk of the Jury Commission
400 West State Street, Suite 501
Rockford, Illinois 61101
ckruse@17thcircuit.illinoiscourts.gov**

POSTED: April 23, 2018

EXPIRES: May 4, 2018

AN EQUAL EMPLOYMENT OPPORTUNITY