

EMPLOYMENT VACANCY NOTIFICATION
17th Judicial Circuit
WINNEBAGO COUNTY DEPARTMENT OF COURT SERVICES

COURT SERVICES DEPARTMENT
Department

8:00 A.M. TO 5:00 P.M.
Hours

SECRETARY
Job Title

IMMEDIATELY
Date Position Open

Job Responsibilities Include: Performs receptionist duties; checking in clients and answering incoming telephone calls; Develops and maintains departmental and client relationships. Performs confidential secretarial responsibilities. Assists with scanning duties and typing documents/letters. Assists with data entry. Operates computer, scanner, typewriter and other related office equipment. Performs other related duties as required and assigned.

\$12.35 per hour

Job Requirements:

High School Diploma

One to two years experience in secretarial field.

Computer proficiency.

Excellent interpersonal and communication skills.



Harold V. Hawkinson, Director
Court Services Department

Send Resume to:

Barbara Morris

Winnebago County - Department of Court Services

526 W. State St.

Rockford, IL 61101

Date Posted: 6-18-2018

Expired: 6-20-2018