

17TH JUDICIAL CIRCUIT COURT WINNEBAGO COUNTY

NON BARGAINING UNIT VACANCY:

DRUG COURT DATABASE ASSISTANT CIRCUIT COURT

SALARY: \$12.00/hr plus benefits
Grant Funded

HOURS: 8:00 A.M. TO 5:00 P.M.
Monday – Friday

SUMMARY OF RESPONSIBILITIES:

The 17th Judicial Circuit is accepting applications for the position of Drug Court Database Assistant to the Circuit Court. Position requires the handling of documents, information and records of a highly confidential nature. Work in conjunction with the Circuit Court staff, including judges, administration, court reporters and bailiffs. Work closely with the Problem-Solving Courts Administrator by entering data and maintaining databases related to Drug Court. Perform secretarial duties such as word processing, dictation/transcription, reception, telephone, filing, etc. related to the operation of the Drug Court. Originates, develops and implements clerical and office procedures from general policies and performs other duties as assigned. Work is performed under the supervision of the Trial Court Administrator and Problem-Solving Courts Administrator.

POSITION REQUIREMENTS:

Completion of high school and skills relating to word processing, database software programs, dictation/transcription and general office procedures.

Experience/Abilities:

The Drug Court Database Assistant must have knowledge of basic legal secretarial skills, including taking and transcribing of dictation and/or use of a Dictaphone; extensive knowledge of business English, punctuation and secretarial practices and procedures; able to communicate in written and oral form and the ability to maintain and observe areas of confidentiality. Must have a working knowledge of programs and functions of county government and be able to work independently on delegated administrative and judicial tasks. Requires experience in Word, Excel, Access and Outlook. Knowledge in other software programs a plus. **Please emphasize experience with database programs.**

SEND RESUME AND COVER LETTER VIA EMAIL TO:

REBEKAH PROVOST-EMMONS
PROBLEM-SOLVING COURTS ADMINISTRATOR
17TH JUDICIAL CIRCUIT
rprovostemmons@wincoil.us

POSTED: June 10, 2013

EXPIRATION: June 24, 2013

AN EQUAL OPPORTUNITY EMPLOYER