

**ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS  
17TH JUDICIAL CIRCUIT COURT  
WINNEBAGO COUNTY**

**NON BARGAINING UNIT VACANCY:**

**ADMINISTRATIVE ASSISTANT TO THE CHIEF JUDGE**

**SALARY:** \$36,144  
Plus State Benefits

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

**SUMMARY OF RESPONSIBILITIES:**

The 17th Judicial Circuit is accepting applications for an *Administrative Assistant to the Chief Judge* to perform administrative/secretarial and office management work by relieving the Chief Circuit Judge of administrative detail.

Person in this position performs a variety of duties and works independently. Problems encountered in performing duties pertaining to established policies and procedures are reviewed by the Chief Judge. Initiative and independent judgment are exercised within a broad framework of existing policies. Work is evaluated by the Chief Judge through conferences, personal observations and review of completed projects.

**EXPERIENCE, EDUCATION AND TRAINING REQUIREMENTS:**

A minimum of two years office experience; knowledge of secretarial and/or administrative assistant techniques or education and training equivalent to an associate's degree in secretarial science or a related area; Computer skills with a minimum typing speed of 60 wpm and transcription experience.

**ESSENTIAL FUNCTIONS:**

Coordinates office support activities and provides administrative assistant duties; Operates personal computer (i.e. word processing, spread sheet or database applications) to type correspondence involving matters of policy, meeting minutes, reports, tabulations and other material; Processes travel vouchers; Opens, dates and sorts incoming mail; Maintains records, reports and files including: financial, personnel and inventory; Coordinates and maintains office filing systems; Photocopies material, makes travel arrangements, order supplies, schedules meetings, assists in preparation of seminars and conferences; Occasional travel; Transcribes dictation; Performs other duties as assigned. Maintaining confidentiality is an essential job requirement.

**SEND COVER LETTER AND RESUME VIA EMAIL TO:**

PATRICIA ERICKSON  
17<sup>TH</sup> Judicial Circuit  
[perickson@wincoil.us](mailto:perickson@wincoil.us)

POSTED: March 10, 2014

**APPLICATIONS MUST BE RECEIVED BY 5:00 P.M. ON  
Monday, March 31, 2014.**

AN EQUAL OPPORTUNITY EMPLOYER