

# OFFICE OF THE WINNEBAGO COUNTY JURY COMMISSION

## NON-BARGAINING UNIT VACANCY:

### ADMINISTRATIVE ASSISTANT TO THE CLERK OF THE JURY COMMISSION

COMPENSATION: \$13.25 to \$15.25 per hour commensurable with experience  
(Plus Full-Time County Benefits)

HOURS: 8:00 a.m. – 5:00 p.m. Monday through Friday

### 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 need 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 terminology helpful.

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

**Thomas R. Jakeway**  
**Trial Court Administrator**  
**400 West State Street, Suite 215**  
**Rockford, Illinois 61101**  
**[tjakeway@wincoil.us](mailto:tjakeway@wincoil.us)**

**POSTED:**

**EXPIRES:**

**AN EQUAL EMPLOYMENT OPPORTUNITY**