



STATE OF ILLINOIS

17th Judicial Circuit

Winnebago-Boone Counties

Debbie L. Jarvis
Director, Department of Court Services

POSITION ANNOUNCEMENT

Administrative Assistant

Department
Court Services Department

Posting Date: 12/19/2024
Closing Date: 12/31/2024

Job Title
Administrative Assistant

Hours: M-F 8:00 AM – 5:00 PM

Job Responsibilities

- Assists the Director and Executive Assistant with daily operations
- Maintains effective relationships with clerical staff
- Assists with supervision of clerical staff, as directed by Executive Assistant and Director
- Coordinates and tracks departmental maintenance projects
- Retrieves and distributes law enforcement reports as requested
- Compiles and submits monthly departmental statistical reports as required
- Coordinates all training and travel arrangements for staff
- Assists with payroll and accounts payable
- Enters and maintains all documentation for department training files, including entry into Relias
- Organizes and arranges departmental meetings and trainings to include but not limited to facility location, supplies, equipment, and food.
- Maintains adequate inventory of office and departmental supplies
- Assists with hiring, training, and monitoring all support staff
- Assists with policies and procedures development for support staff
- Assists with annual job performance evaluations for support staff
- Maintains department personnel files
- Manages projects and prepares reports and documents as requested
- Creates and maintains departmental staffing records to include coordinating information with Human Resources
- Perform other related duties as required and assigned

Salary
\$46,461



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Position Requirements

- Bachelor's Degree, preferred.
- Supervisory experience preferred.
- Two or more years' experience in administrative position and experience in Probation/ Court Services preferred.
- Requires the ability to maintain confidentiality in all correspondence relative to the functions of the Director of Court Services.
- Requires ability to direct and coordinate the activities of a staff engaged in clerical and or technical support functions.
- Requires ability to integrate support functions with total department activities for effective department functioning.
- Requires ability to recognize and analyze problem areas and recommend strategy for improvement.
- Requires ability to work with supervisory personnel for the efficient operation of total department functioning.
- Requires ability to communicate effectively both orally and in writing.
- Requires ability to establish and maintain satisfactory working relationships with department heads, staff, and the general public.

Send Resume to:

Debbie Jarvis, Director of Court Services
Winnebago County – Department of Court Services
526 W. State St.
Rockford, IL 61101