

W17TH JUDICIAL CIRCUIT COURT WINNEBAGO COUNTY

NON BARGAINING UNIT VACANCY:

Winnebago County Jury Commission Administrative Assistant

HOURS: Full-Time / 40 hours per week
8:00 am to 5:00 pm Monday through Friday normal business hours

COMPENSATION: \$19.50 / hr

BENEFITS: IMRF Pension, Health Insurance, and County Benefits

See 2025
[Benefits Summary:](#)



See 2025
[Health Care Plans:](#)



LOCATION: Winnebago County Courthouse, Rockford, IL

SUMMARY OF RESPONSIBILITIES:

The 17th Judicial Circuit Court is accepting applications for the position of Administrative Assistant for the Jury Commission to support the coordination of all aspects of jury management. This is an excellent opportunity for anyone interested in supporting the success of the jury process.

Specific duties include:

- Work under the direct supervision of the Clerk of the Jury Commission to aid in the daily operation of the Winnebago County Jury Commission.
- Warmly welcome jurors and visitors of the Jury Commission.
- Perform secretarial duties including mail intake, phone, email, document generation, data entry, and reception.
- Use jury management software exclusive to the Jury Commission.
- Public speaking, including conducting juror orientation.
- Process juror paperwork, and communicate with prospective jurors on scheduling.
- Work in conjunction with the Circuit Court staff including judges, administrators and bailiffs to coordinate and facilitate juror needs for pending trials.
- Other related duties as assigned by the Clerk of the Jury Commission.

POSITION REQUIREMENTS:

- Completion of high school or equivalent plus two years of progressively responsible secretarial experience is required.
- Excellent verbal and written communication skills.
- Proven ability to adhere to strict confidentiality in the workplace.
- Ability to work independently and as a team on delegated tasks and provide punctual work performance.
- High level of computer literacy and proficiency required, including proficiency with Microsoft Office, including Outlook.

- Ability to recognize and analyze problem areas and recommend strategy for improvement.
- Strong attention to detail and customer service, organizational, interpersonal, and secretarial skills.

APPLICANTS SHOULD SEND RESUME AND COVER LETTER ELECTRONICALLY TO:

Sarah J. Flores, Clerk of the Jury Commission
400 W. State St. Suite 502
Rockford, IL 61101
sflores@17thcircuit.illinoiscourts.gov

Be advised that all offers of employment are conditional, subject to a satisfactory background review, fitness evaluation, and drug testing.

POSTED: January 2, 2025

EXPIRATION: Until Filled

EQUAL OPPORTUNITY EMPLOYER