



# STATE OF ILLINOIS

## 17<sup>th</sup> Judicial Circuit

### Winnebago-Boone Counties

**Debbie L. Jarvis**  
Director, Department of Court Services

#### POSITION ANNOUNCEMENT MULTIPLE POSITIONS

**Department**  
Court Services Department

Posting Date: 1-17-2023  
Closing Date: Until Filled

**Job Title**  
Secretary

**Hours:** To Be Discussed

#### **Job Responsibilities**

- Perform receptionist duties
- Check in clients and answer incoming telephone calls
- Develop and maintain departmental and client relationships
- Perform confidential secretarial responsibilities
- Assist with scanning duties and typing documents/letters
- Assist with data entry
- Operate computer, scanner, typewriter and other related office equipment
- Perform other related duties as required and assigned

#### **Salary**

\$17.00 per hour

#### **Job Requirements**

- High School Diploma
- One to two years' experience in secretarial field
- Computer proficiency with good keyboarding skills
- Excellent interpersonal and communication skills

#### **Send Resume to:**

Barbara Morris  
Winnebago County – Department of Court Services  
526 W. State St.  
Rockford, IL 61101

[bamorris@17thcircuit.illinoiscourts.gov](mailto:bamorris@17thcircuit.illinoiscourts.gov)