



STATE OF ILLINOIS

17th Judicial Circuit

Winnebago-Boone Counties

Debbie L. Jarvis
Director, Department of Court Services

POSITION ANNOUNCEMENT SECRETARY

Department
Court Services Department

Posting Date: 1-29-2024
Closing Date: Until Filled

Job Title
Secretary

Hours: 11:00 AM – 8:00 PM M-TH
8:00 AM – 5:00 PM F

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

\$17.60 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:

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

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