

REVISED
EMPLOYMENT OPPORTUNITY

The person hired for this position will be working in our Sterling office located in the Eastern Branch Court Facility, 101 East Third Street, Sterling, Illinois.

OFFICE: STATES ATTORNEYS OFFICE

POSITION: LEGAL SECRETARY - FULL TIME (35 hours per week)

PAY GRADE: 28

PRIMARY DUTIES: Performs general legal secretarial work for prosecutor's office including skilled typing and filing of legal documents, reports, and records, scheduling appointments, and extensive data entry. Must be able to deal with the general public tactfully, respectfully, and courteously in person as well as on the telephone.

QUALIFICATIONS: High School diploma or GED required; Associates Degree preferred. Two or more years experience in responsible legal secretarial work; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Familiarity with the criminal justice system will be helpful.

SEND RESUME AND LETTER OF APPLICATION TO: Gary Spencer
State's Attorney
200 East Knox Street
Morrison, IL 61270

CLOSING DATE: January 18, 2011