

# WHITESIDE COUNTY COURT SERVICES

ADULT PROBATION	JUVENILE PROBATION
200 E. Knox Street	204 E. Lincolnway
Morrison, IL 61270	Morrison, IL 61270
815-772-5190	815-772-5276
815-772-2917(fax)	815-772-5291(fax)

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**May 4, 2009**

**Job Announcement:** SECRETARY  
**Grade:** 26  
**Minimum Pay:** \$10.05/hour (non-exempt)  
**Approved Work Time:** 70 hours/pay period  
**Close date:** May 15, 2009

**Duties** for this position include data entry, record keeping, report writing, computer scanning, telephone operation, message communication, and interaction with the general public, probation clientele and family members, as well as criminal justice and court house personnel.

**Abilities** needed include strong organizational skills, proficient typing skills, adequate computer knowledge, developing competency of the criminal justice system, willingness to learn new skills.

**Qualities** being sought are professionalism, integrity, dependability, confidentiality, and ability to work well with others.

**Minimum Qualifications:** High school diploma or G.E.D.; Clerical experience preferred.

**Compensation:** Minimum of \$10.05/hour (effective 6-1-09); plus benefits.

**Probationary period:** Six months

**Those interested must submit a cover letter, resume and county application by May 15, 2009. Inquiries and submissions can be directed to:**

Theresa Farrell  
Administrative Assistant  
Whiteside County Court Services  
200 E. Knox Street  
Morrison, IL 61270  
815-772-5119

Authorized by:  
Kevin B. Johnson, Director  
Whiteside County Court Services