

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)

May 14, 2018

Job Announcement: **SECRETARY**
Minimum Pay: **\$11.63/hour (non-exempt)**
Approved Work Time: **70 hours/pay period**
Close date: **May 29, 2018 @ 4:00pm**

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 courthouse 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 GED; Clerical experience preferred.

Compensation: Minimum of \$11.63/hour; plus benefits.

Probationary period: Six months

Those interested must submit a cover letter, resume and county application by 4:00pm on May 29, 2018. Inquiries and submissions can be directed to:

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

Authorized by:
Kevin Johnson, Director
Whiteside County Court Services

EOE.