

## EMPLOYMENT OPPORTUNITY

OFFICE: STATES ATTORNEYS OFFICE

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

PAY GRADE: 28 Starting at \$13.84 per hour

BENEFITS: Accumulated sick and vacation time; health insurance; IMRF pension

PRIMARY DUTIES: Perform general legal secretarial work for prosecutor's office responsibilities include, among others, proficiency in computer skills, typing and filing of legal documents, reports, and records, scheduling appointments, and extensive data entry. Dedication to confidentiality, accuracy, and dependability required. Must be able to communicate with the general public tactfully, respectfully, and courteously whether in person or 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. Must be able to lift 35 pounds to the waist.

WILL BE REQUIRED TO SUBMIT TO A BACKGROUND CHECK

MAY BE REQUIRED TO SUBMIT TO A DRUG TEST

EQUAL OPPORTUNITY EMPLOYER

SEND RESUME AND LETTER OF APPLICATION TO: Terry A. Costello  
State's Attorney  
200 East Knox Street  
Morrison, IL 61270

CLOSING DATE: November 8, 2019