

WHITESIDE COUNTY COURT SERVICES

ADULT PROBATION
200 E. Knox Street
Morrison, IL 61270
815-772-5190
815-772-2917(fax)

JUVENILE PROBATION
204 E. Lincolnway
Morrison, IL 61270
815-772-5276
815-772-5291(fax)

January 29, 2020

Job Announcement: SECRETARY
Minimum Pay: \$12.34/hour (non-exempt)
Approved Work Time: 70 hours/pay period
Close date: February 18, 2020

Duties for this position include but are not limited to data entry, record keeping, report writing, computer scanning, telephone operation, message communication; interaction with court services' personnel, probation clientele and family members, the general public as well as criminal justice and other 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 \$12.34/hour; plus benefits.

Probationary period: Six months

Those interested must submit a cover letter, resume and a Whiteside County application (which is attached to this job announcement). All three items must be submitted by February 18, 2020 at 4pm to:

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

Additional inquiries about the position can be directed to Joyce Barsema at the phone number above or at jbarsema@whiteside.org.

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

EOE.

**Application for Employment
The County of Whiteside, Illinois**

Your interest in employment is appreciated. Thank you for taking the time to complete this application. Unsolicited applications are retained in the files of the County Administrator's Office for six(6) months.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities.

The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but not limited to information regarding credit data, personal character, general reputation and mode of living. This list, however, is not exhaustive of the grounds on which discrimination is prohibited.

Background Checks.

Criminal checks. For law enforcement employees, judiciary employees and certain types of healthcare workers, pre-employment criminal checks may be made at County expense.

Background checks. By applying for a position with the County or an affiliate employer, applicants understand they are subject to background checks.

Offers of Employment.

For those positions with essential job functions requiring strenuous or repetitive lifting/pulling/pushing and/or running, offers of employment will be made contingent upon the satisfactory outcome of a pre-employment physical examination, including a back evaluation, performed at County expense.

Drug and Alcohol screenings. For certain categories of employment (i.e., employees required to possess a CDL, law enforcement employees and judiciary employees) offers of employment will be made contingent upon the satisfactory outcome of a pre-employment drug/alcohol screening at County expense.

PLEASE PRINT LEGIBLY

Application Date: _____ / _____ / _____

Position(s) applied for: _____

Name: _____
Last First Middle Initial

Social Security #: _____ - _____ - _____

Telephone: (preferred) _____ / _____ - _____ (best time to call: _____)
_____ / _____ - _____ (best time to call: _____)

Address: _____
Street City State Zip

Are you legally eligible for employment in the U.S.A.? Yes No

(If hired, you will be required to submit proof of your eligibility to work in the U.S.A.)

Are you over the age of eighteen? Yes No (If no, hire is subject to verification that you are of minimum legal age.)

Were you previously employed by the County? Yes No If yes, when? _____

Are you presently retired from an IMRF-employer? Yes No (Retirement benefits may be affected by returning to work.)

Please list unique skills, credentials or experiences that would be of special benefit in the job for which you are applying.

Employment History

Please list your present and past employment, beginning with your most recent position.

Employer A

Employer's Name and Address	From		To		Reason For Leaving	Supervisor's Name
	Month	Year	Month	Year		
Position: _____ Describe Your Work						
Telephone : ____ / ____ - _____						

Employer B

Employer's Name and Address	From		To		Reason For Leaving	Supervisor's Name
	Month	Year	Month	Year		
Position: _____ Describe Your Work						
Telephone : ____ / ____ - _____						

Employer C

Employer's Name and Address	From		To		Reason For Leaving	Supervisor's Name
	Month	Year	Month	Year		
Position: _____ Describe Your Work						
Telephone : ____ / ____ - _____						

I hereby authorize the County of Whiteside and its agents to contact the employers (X) below:

- () Employer A () Employer B () Employer C

In addition, I offer the following as personal references, which may also be contacted:

Name	Relationship	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Education and Training (Resume may be substituted)

Name and Address		circle last year completed				Graduate?	Degree or Diploma
High School	Course of Study	1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University	Course of Study	1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree or Diploma
		1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade/Specialty School	Course of Study						Certificate or Diploma

I hereby certify that the information submitted on and/or attached to this application, or which may be communicated to a follow-up employment interview, is true and correct. Proof of previous employment, education or any other statements made in this application or ensuing interview(s) may be required.

I understand that if I am offered and accept employment, information provided on this application that is false may cause my dismissal.

I further understand that some positions of employment in the County require pre-employment physicals and/or drug testing, pursuant to policies or collectively bargained operating procedures.

Signature of Applicant