

**December 6, 2022**  
**JOB VACANCY ANNOUNCEMENT**

**24<sup>th</sup> Judicial Circuit Court**  
**Washington County Judicial Center**  
**125 E. Elm**  
**Nashville, Illinois 62263**

*Applicant may be required to submit additional material and/or complete job specific tests for the position.*

<b>POSITION:</b>	<b>Administrative Assistant to the Chief Circuit Judge</b>
<b>DIVISION:</b>	<b>24<sup>th</sup> Judicial Circuit Court</b>
<b>BENEFITS:</b>	<b>An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.</b>
<b>SALARY:</b>	<b>Starting at \$40,913 per year; commensurate with experience</b>

**ESSENTIAL DUTIES:** The 24<sup>th</sup> Judicial Circuit Court is accepting applications for the position of Administrative Assistant to the Chief Circuit Judge. This position performs secretarial and office management work by relieving the Chief Circuit Judge of administrative detail. The successful candidate must possess the ability to use office machines such as copier, scanner, fax machine and dictation machine if required by position; make decisions on established policies/standards and detect deviations from established policies; work independently; organize work effectively and meet required deadlines and schedules; associate with employees and the public in a pleasant, courteous, and helpful manner; communicate in a clear, professional, and friendly voice via the telephone; and respond to change productively.

Functions include:

- Coordinates office support activities and performs administrative assistant duties to judges and staff.
- Operates personal computer (i.e., word processing, spreadsheet, or database applications) to type correspondence involving matters of policy, meeting minutes, reports, tabulations, and other materials.
- Processes invoices and travel vouchers.
- Opens, dates, and sorts incoming mail; prepares appropriate correspondence.
- Maintains records, reports, and files including financial, personnel, and inventory.
- Coordinates and maintains office filing systems.
- Photocopies material, makes travel arrangements, orders supplies, schedules meetings, assists in preparation of seminars and conferences.
- Takes and transcribes dictation if required by position.
- Contacts public or private organizations to obtain information requested by supervisor; screens incoming calls and visitors.
- Maintains law library.

- Performs other duties as assigned.

**EXPERIENCE, EDUCATION, AND TRAINING REQUIREMENTS:** A minimum of two years office experience; knowledge of secretarial and/or administrative assistant techniques or education and training equivalent to an associate's degree in secretarial, science or a related area.

**PHYSICAL REQUIREMENTS:** This position requires the ability to retrieve files and sit for extended periods of time. This is a normal office environment requiring telephone usage and the ability to process written documents.

**APPLICATION PROCESS:** Interested individuals should submit a letter of interest, resume, and a completed [Judicial Branch Employment Application](#) to:

[courtempoyment@illinoiscourts.gov](mailto:courtempoyment@illinoiscourts.gov)

**Applicant's information must be received no later than December 23, 2022.**

**EQUAL OPPORTUNITY EMPLOYER**