

January 6, 2022
JOB VACANCY ANNOUNCEMENT

Second Judicial Circuit
Jefferson County Justice Center
Mt. Vernon, Illinois

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

POSITION:	Secretary
DIVISION:	Second Judicial Circuit Court
BENEFITS:	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.
HOURS:	8:00 a.m. – 4:00 p.m.
SALARY:	\$34,237 per year

ESSENTIAL DUTIES: The 2nd Judicial Circuit is accepting applications for the position of Secretary. As a State employee, this position performs office support activities and provides secretarial assistance for the Chief Circuit Judge of the 2nd Judicial Circuit Court. This position works with the public, judges, court reporters, various court personnel, attorneys, and other county officials and offices.

FUNCTIONS INCLUDE:

- Coordinates office support activities.
- Operates personal computer (i.e. word processing, spread sheet or data base applications) to draft correspondence, meeting minutes, reports and other materials.
- Processes travel vouchers and makes travel arrangements.
- Opens, dates and sorts incoming mail.
- Coordinates and maintains office filing systems.
- Photocopies materials, orders supplies, schedules meetings, and assists in preparation of seminars and conferences.
- Transcribes dictation.
- Prepares requisitions.
- Performs other duties as assigned.

EXPERIENCE, EDUCATION AND SKILLS: Individual must have a minimum of four (4) years of office experience; knowledge of secretarial techniques equivalent to an Associate's degree in secretarial science or a related area is required. Candidate must possess strong organizational and time management skills; ability to communicate effectively and exercise discretion, diplomacy, and professionalism in working with the public, co-workers, and judicial staff; ability to work independently using sound judgment and consistent application of procedural rules with specific attention to detail.

Selection Factors: Must be proficient in the use of a variety of software applications including MSWord, QuickBooks, Outlook, Excel, and automated office equipment (copier, fax, personal computer and dictating machine); Possess accounting and/or bookkeeping skills; Ability to organize work effectively and meet required deadlines and schedules; Associates with employees and public in a pleasant, courteous and helpful manner; Responds to change productively.

PHYSICAL REQUIREMENTS: This position requires the ability to sit for extended periods of time. Applicant must have the ability to travel occasionally. This is a normal office environment requiring telephone usage and the ability to process written documents. Applicant must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

APPLICATION PROCESS: Interested individuals must submit a cover letter and resume to:

Lisa M. Simmons
Trial Court Administrator
2nd Judicial Circuit
911 Casey, Suite HI-05
Mt. Vernon, Illinois 62864
or
lsimmons@2ndcircuit.us

Applications must be received by 4:30 p.m. on Friday, January 28, 2022.

EQUAL OPPORTUNITY EMPLOYER