

January 10, 2019

JOB VACANCY ANNOUNCEMENT

**ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS
3101 Old Jacksonville Road
Springfield, IL 62704**

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

POSITION:	Receptionist/Office Assistant
DIVISION:	Executive Division
SALARY:	Grade 75 - \$29,665
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 OF WORK:	8:30 a.m. – 5:00 p.m.
REPORTING RELATIONSHIP:	Logistics and Property Unit Manager

ESSENTIAL DUTIES: The Receptionist/Office Assistant position performs public contact work including answering, screening and directing telephone calls and monitoring visitor access with security awareness and greeting and directing visitors. Work involves operating a small telephone console with light to moderate traffic load and requiring the ability to answer routine questions. Work also involves performing clerical duties such as photocopying, scanning and preparing correspondence.

FUNCTIONS INCLUDE:

- Answers incoming calls; directs to appropriate person or takes messages and transmits them either manually or through Microsoft Outlook.
- Monitors visitor's access to the building with security awareness.
- Greets and directs office visitors in a pleasant and courteous manner.
- Understands general job duties and responsibilities of all divisions to properly connect calls.
- Provides routine information upon request to callers, visitors, and staff and refers other questions to appropriate personnel in federal, state, or local governmental offices.
- Programs and operates scanner, copy machine and telephone answering machine.
- Provides clerical assistance to manager(s) and staff.
- Operates personal computer (*i.e.* Word, Access, and Excel) to prepare correspondence and other documents, as needed by AOIC staff.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE: This position requires a high school diploma and a minimum of two years of office work experience performing receptionist, secretarial or customer service responsibilities. An Associate's Degree is preferred. Knowledge and understanding of Illinois judicial branch structure and functions is desirable, but not required.

Successful candidate must possess knowledge of standard secretarial techniques including office procedures, composition, and office communications; ability to use office machines such as copier, scanner and fax machine; working knowledge of specialized personal computer applications (i.e. Microsoft Office); ability to associate with employees and the public in a pleasant, courteous, and helpful manner; ability to listen and comprehend individuals who speak rapidly or people who do not speak explicitly; ability to communicate in a clear and friendly voice via the telephone; ability to maintain a confidential environment; and respond to change productively.

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

Interested individuals should submit - via email - a letter of interest, resume, and completed [Judicial Branch Employment Application](#) to:

courtempoymen@illinoiscourts.gov

This position will remain open until filled. However, those individuals submitting materials by Monday, January 21, 2019, will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER