

January 15, 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.*

<b>POSITION:</b>	Administrative Assistant - Assistant Director
<b>DIVISION:</b>	Court Services Division – Springfield
<b>SALARY:</b>	\$38,342
<b>BENEFITS:</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>REPORTING RELATIONSHIP:</b>	Assistant Director, Court Services Division

**ESSENTIAL DUTIES:** The Administrative Assistant provides assistance to the Assistant Director of the Court Services Division through coordination of office support activities and performance of secretarial duties. Initiative and independent judgment are exercised within a broad range of ongoing tasks and new initiatives. Maintain confidentiality with judicial and court information.

**ESSENTIAL FUNCTIONS:**

- Handles sensitive and confidential information such as composing and editing correspondence and documents involving matters of court services personnel, policy and/or programming.
- Researches and compiles basic statistical and informational reports.
- Creates and updates meeting materials and maintains follow-up records.
- Coordinates meeting logistics and travel arrangements for the Assistant Director.
- Assists staff on-site with meeting and/or training materials and daily logistics.
- Creates and maintains electronic and paper filing systems.
- Processes invoice vouchers, contracts, and purchase requisitions.
- Files and maintains print Division library materials and property inventory.
- Maintains and updates databases for various reports, committees and programs.
- Assists with providing main reception desk responsibilities.
- Performs other duties as assigned.

**SELECTION FACTORS:** Candidates must possess a strong attention to detail; skill in composition, records management, and report preparation; excellent organizational, analytical, interpersonal and communication skills; strong knowledge and experience with personal computer applications (*i.e.* Outlook, Word, Access, and Excel) and graphical illustrations; ability to use initiative and work independently to complete assignments; ability to make decisions on established policies/standards; ability to plan, organize, implement, and maintain a variety of functions and projects simultaneously and meet required deadlines and schedules; associates with employees and the public in a pleasant, courteous and helpful manner and responds to change productively.

## **EXPERIENCE AND EDUCATION REQUIREMENTS:**

**Minimum:** A minimum of four (4) years office experience performing secretarial services and assistance to a manager with strong attention to detail. Applicant should possess an associate's degree. Additional two (2) years of related work experience may be substituted for education.

**Preferred:** A bachelor's degree from an accredited university or college. Knowledge and understanding of Illinois judicial branch structure and functions is desirable, but not required.

**PHYSICAL REQUIREMENTS:** This position requires the ability to sit for extended periods of time. Applicant must have the ability to file and retrieve files accurately. This is a professional office working 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.

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

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

**This position will remain open until filled. However, those persons submitting materials by Friday, February 1, 2019, will be given first consideration.**

**EQUAL OPPORTUNITY EMPLOYER**