

April 11, 2024
JOB VACANCY ANNOUNCEMENT

Kane County Arbitration Center
100 S 3rd Street
Geneva, IL 60134

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

POSITION:	Administrative Assistant – Mandatory Arbitration
DIVISION:	16 th Judicial Circuit
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.
SALARY:	Minimum: \$39,115 – commensurate with experience

ESSENTIAL DUTIES: The Administrative Assistant – Mandatory Arbitration performs secretarial and office management work by relieving the Chief Circuit Judge and/or designee of administrative detail within the assigned work location. Work involves providing secretarial and administrative support to the Chief Circuit Judge and/or designee in a legal environment. Work is evaluated by the Chief Circuit Judge and/or designee through conferences, personal observations and review of completed projects.

Functions include:

- Coordinates office support activities and performs administrative assistance duties to administrative authority.
- 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.
- Prepares and processes purchase requisitions and invoice vouchers.
- Opens, dates, and sorts incoming mail; prepares appropriate correspondence.
- Maintains records, reports and files including: cases, financial, personnel and inventory.
- Coordinates and maintains office filing systems.
- Photocopies material, orders supplies and schedules meetings.
- Contacts legal professionals, public and private organizations to obtain information requested by supervisor; screens incoming calls and visitors.
- Performs other duties as assigned.

EXPERIENCE, EDUCATION, AND TRAINING REQUIREMENTS: A minimum of one year 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 and computer usage and the ability to process written documents.

SALARY: Annual salary ranges \$39,115 to \$45,000; salary at hire to be commensurate with education and experience.

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

mathisjason@16thcircuit.illinoiscourts.gov

Applicant's information must be received no later than Friday, May 3, 2024.

EQUAL OPPORTUNITY EMPLOYER