

**September 27, 2021**

**JOB VACANCY ANNOUNCEMENT**

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

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

<b>POSITION:</b>	Administrative Assistant – Deputy Director
<b>DIVISION:</b>	Office of Statewide Pretrial Services
<b>SALARY:</b>	Starting salary \$43,272
<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>	Deputy Director, Office of Statewide Pretrial Services

**ESSENTIAL DUTIES:** Performs assistance to the Deputy Director, coordinates office support activities, and performs secretarial duties.

**FUNCTIONS INCLUDE:**

- Composes and prepares letters, memos, and reports and organizes information for the Deputy Director's review.
- Coordinates office support activities.
- Researches and compiles basic statistical and informational reports and maintains follow up records.
- Coordinates and maintains the Deputy Director's office filing system.
- Acts as a liaison coordinating travel arrangements for judicial officers and the staff of the Administrative Office of the Illinois Courts.
- Coordinates the ordering of office supplies.
- Performs other duties as assigned.

**EDUCATION AND EXPERIENCE:** A minimum of one year office experience performing secretarial services and assistance to a manager and education or training equivalent to an associate degree in secretarial science or a related area.

Candidates must possess skill in composition, communications, records management, and report preparation; knowledge of specialized personal computer applications (word processing, spreadsheet and database); ability to use initiative and work independently to complete assignments; communication effective, both verbally and in writing; ability to organize work efficiently and meet required deadlines and schedules; associate with employees and the public in a pleasant, courteous and helpful manner; and respond to change productively.

**PHYSICAL REQUIREMENTS:** This position requires the ability to sit for extended periods of time. This is a professional office working environment, requiring telephone usage and the ability to process written documents. Applicant must have the ability to travel and 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. Occasional overnight travel is required.

**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 individuals submitting materials by Friday, October 15, 2021, will be given first consideration.**

**EQUAL OPPORTUNITY EMPLOYER**