

Job Posting: Notice of Vacancy

It is the intention of the Thirteenth Judicial Circuit Probation Department to fill a vacancy in the following job classification.

Job Classification: Secretary I

Location: Bureau County, Princeton

Department: Thirteenth Judicial Circuit Probation Department
119 W. Madison Street
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 8:00am to 4:30pm Monday – Friday.

Wage Range: \$12.00 per hour

Position is: Fulltime Union position, with LaSalle County Benefit's package.

See Job Description for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by completing a LaSalle County Employee application, available at <https://lasallecounty.org/employment/>, Cover Letter, and Resume.

Return to:

**Thirteenth Judicial Circuit Probation Services
C/O: Charles M. Goodwin
Director of Probation Services
119 West Madison Street, Room 306
Ottawa, IL 61350**

Application Deadline: Open Until Filled

LaSalle County

Job Description



Job title: Secretary I

Work Location: Bureau County Courthouse, Princeton

Division/Department: Probation and Court Services

Reports to: Administrative Assistant

Employment Classifications:

- Full-time Part-time
 Exempt Nonexempt
 Salaried Hourly
 Bargaining Unit

Salary Grade: _____

Current Employee holding position is:

Essential Duties and Responsibilities:

The primary responsibility of this position is to assist in the coordination of the various activities of the department.

- Process incoming mail
- Maintain an orderly filing system
- Prepare general correspondence as required
- Assist Administrative Assistant to maintain a proper supply of inventory
- Operates photocopying machine
- Perform receptionist duties. Handle wide variety of inquiry calls i.e., Circuit Personnel, related Agency Personnel, Counties and States, etc.
- Handle all correspondence and draft letters for Director of Probation Services, Supervisors and Probation Officers
- Completes statistical information as required by Judicial System, A.O.I.C., etc.
- Greet Clients and visitors to the department and direct to the appropriate person/department
- Prepare and track Vouchers for bill paying
- Prepare reports as required
- Provide Clerical services to all officers of the Probation Department
- Attend required continuing education and county mandatory training sessions
- Fill in at other circuit counties probation departments as needed
- Computer Input
- Perform other duties as required or assigned
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual

Education and/or Work Experience Requirements:

- High school Diploma required. Coursework in General Office Machines, Bookkeeping and Typing a plus.
- Must be able to operate office equipment and have experience with Microsoft office programs.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal department and externally with governing agencies and media.
- Ability to follow direction and work independently.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires sitting (5-8 hrs), standing/walking (4-6hrs) and constant use of the hands and fingers for typing/keyboarding. This position may experience occasional standing, walking, lifting, reaching and grasping and repetitive movements. Defined Light Work - May require exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Close visual acuity required to perform activity such as preparing and analyzing data and figures; viewing a computer terminal.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: