

THIRTEENTH JUDICIAL CIRCUIT PROBATION/COURT SERVICES

POSITION ANNOUNCEMENT

SECRETARY II/LaSalle COUNTY OFFICE

QUALIFICATION AND DUTIES

Under the supervision of the Court Services Administrative Assistant, the Secretary II shall assist in the coordination of the various activities of the department.

The Secretary shall have a high school education including courses in General Office Machines, Bookkeeping and Typing. The ability to communicate effectively, coordinate activities and work with minimal supervision are also essential for this position.

Qualifications:

- Exhibit strong leadership
- Exhibit strong communication skills
- Exhibit strong writing skills
- Exhibit knowledge of data collection and its use
- Exhibit knowledge of the Justice System
- Exhibit ability to work with diverse groups of people
- Exhibit knowledge of dealing with difficult clients
- Exhibit knowledge of educational policy and procedures
- Exhibit knowledge of computer programs, Word, Excel, Microsoft, etc.

Job duties include:

- Process incoming mail
- Maintain an orderly filing system
- Notarize forms as required
- Type and maintain monthly records for County Board Meetings when necessary
- Prepare certificate of appointment as required
- Prepare general correspondence as required
- Operates photocopying machine
- Perform receptionist duties. Handle a wide variety of inquiry calls i.e., Circuit Personnel, related Agency Personnel, Counties and States, etc.
- Handle all correspondence and draft letters for Probation Officers
- Completes statistical information as required by Judicial System, A.O.I.C., etc.
- Prepare memorandums
- Perform other duties as required or assigned
- Cover other offices (Princeton and Morris) in the 13th Circuit when needed

Salary: \$13.00 per hour

Application Deadline: Open Until Filled

Application Process: Send cover letters and resume to:

**Charles Goodwin, Director of Probation Services
119 W Madison St Room 406
Ottawa, IL 61350**

All applicant finalists may be subjected to a criminal history record check and medical physical examination.

LaSalle County

Job Description



Job title: Secretary II

Work Location: Downtown Courthouse

Division/Department: Probation and Court Services

Reports to: Administrative Assistant

Employment Classifications:

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

Salary Grade: \$13.00 per hour

Current Employee holding position is:

Job duties include:

- Process mail
- Maintain an orderly filing system
- Prepare general correspondence as required
- Assist Administrative Assistant to maintain a proper supply of inventory (Bureau/Grundy)
- Operates various office equipment (computer, copier, scanner, fax machine, etc)
- 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 reports as required
- Provide clerical services to all officers of the Probation Department
- Attend required continuing education and county mandatory training sessions
- Assist management in preparation of the annual report
- Prepare and track vouchers for bill paying
- Organize and keep records and copies of Bureau and Grundy County bills
- Prepare monthly and quarterly reports, including probation fee reports for all counties
- Be the primary replacement secretary at Thirteenth Circuit County probation department offices as needed
- Perform other duties as required or assigned

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.

Date Revised: 11/30/2018 Approvals: B Pfalzgraf

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: