

# 17<sup>TH</sup> JUDICIAL CIRCUIT COURT WINNEBAGO COUNTY

## NON BARGAINING UNIT VACANCY: Circuit Court Administrative Secretary

**HOURS:** Full-Time / 40 hours per week  
8:00 am to 5:00 pm Monday through Friday normal business hours

**COMPENSATION:** \$17.60 / hr  
IMRF Pension, Health Insurance, and County Benefits

**LOCATION:** Winnebago County Courthouse, Rockford, IL

### SUMMARY OF RESPONSIBILITIES:

The 17<sup>th</sup> Judicial Circuit Court is accepting applications for the position of Circuit Court Administrative Secretary. Under the direction of the Trial Court Administrator, this position joins a small team that provides administrative support to the Trial Court Administration Office in the 17<sup>th</sup> Circuit Court – Winnebago County.

Specific duties include:

- Perform secretarial duties including mail intake and distribution, phone, email and reception. Word processing, document generation, and file organization.
- Warmly welcome visitors and guests of the Chief Judge and Trial Court Administration team.
- Respond to in-person inquiries by court patrons and attorneys.
- Receive incoming phone calls, assisting or routing as appropriate.
- Maintain and develop legal and community resource material for referral purposes.
- Assist Operations Manager in daily tasks to include, but not limited to, procurement of office supplies, dispatching of interpreters and facilitation of maintenance work requests.
- Document delivery to County and Court facilities.
- Working knowledge of daily court schedules and meeting schedules.
- Effective communication with attorneys, litigants, co-workers, and justice system partners.
- Other related duties as assigned by the Chief Judge, judges, and the Trial Court Administrator.

This position requires the handling of documents, information and court records of a highly confidential nature, Work is performed in conjunction with the court staff, including judges, court reporters, probation department, circuit clerk, and sheriff's department. Acting with integrity and professionalism is required at all times.

### POSITION REQUIREMENTS:

- Completion of high school or GED, with secondary education preferred.
- Strong customer service, organizational, analytical, interpersonal, communication, and secretarial skills.
- High level of computer literacy and proficiency required, including proficiency with Microsoft Office, including Outlook.

- Ability to work independently and as a team on delegated asks and provide punctual work performance.
- Ability to navigate multiple tasks and problem-solve as priority dictates.
- Travel between multiple courtrooms, floors, and Circuit Court and County facilities within a 2 block radius is required.

**APPLICANTS SHOULD SEND RESUME AND COVER LETTER ELECTRONICALLY TO:**

Kimberly Ackmann, Deputy Court Administrator  
400 W. State St. Suite 215  
Rockford, IL 61101  
kackmann@17thcircuit.illinoiscourts.gov

Be advised that all offers of employment are conditional, subject to a satisfactory background review, fitness evaluation, and drug testing.

POSTED: April 26, 2024

EXPIRATION: May 9, 2024

**EQUAL OPPORTUNITY EMPLOYER**