

JOB POSTING

Position Title	Office Assistant – Full Time
Department	Court Services
Shift	Monday-Friday; 8:00 a.m. – 4:30 p.m.
Salary	\$16.04 - \$20.13
Brief Job Description	Performs secretarial duties, completes data entry and prepares and processes legal documents and correspondence for the Probation Officers. Answers inquiries and provide information to the general public, clients, visitors and other interested parties regarding activities conducted in the Probation/Court Services Department.
Education Requirements	<p>High School diploma or equivalent required. Associates Degree or additional education in a related field preferred, but any equivalent combination of experience and education that would provide the knowledge, skills and abilities to provide excellent customer service and perform the essential duties of the position would warrant consideration.</p> <p>One to three years' experience in an office setting including knowledge of legal terminology and/or procedures in the Probation/Court Services office or a comparable setting is preferable.</p>
Additional Comments	Proficient in Google calendar, email and workspace, Microsoft Word and Excel. Ability to learn various other software packages used in the Probation/Court Services Office. Proficient in using FAX Machine, Scanner, Phone, Copier, Postage Meter and Printer.
Instructions for Applying	<p>For application and more information on this position please go to www.livingstoncountyil.gov, click on “About Livingston” and Click on “Employment”.</p> <p>Send completed application to: Ron Baker, Director Livingston County Probation 110 N. Main Street Pontiac, IL 61764</p>
Application Deadline	08/16/2024