Fulton County Public Defender Administrative Assistant

Job Description: Acts as the administrative assistant/secretary to the Fulton County Public Defender. Runs the office by both organizing incoming and outgoing files and maintaining the calendar, but also deals with the clients when they come into the office and by answering the phones and scheduling meetings, court dates, and appointments, among other things.

Job Duties: Answer phones, take messages, create files, draft court filings, organize files, maintain and update calendar, maintain filing system

Skills Needed: Fluency in Microsoft Office (including but not limited to word and excel), use of Adobe reader and writer, ability to multi-task, must be organized

Pay: Starting $19.51/hour (35 Hours per week) with pay increases based on years worked (Pay Grade 3)

Benefits: Health insurance, Dental, Vision, Retirement (IMRF), paid vacation time, paid sick time accruing through work, paid holiday time.
Hours: 8:00 a.m. – 4:00 p.m.
Location: Fulton County Courthouse, 100 N. Main St., Lewistown, Illinois 61542

Availability: Immediately
Application Process: Applicants must fill out Fulton County Employment application found at: https://fultoncountyil.gov/work-here/#employment-opportunities
In addition, resumes be sent to FultonCountyILPD@gmail.com
Job Type: Full-time
Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Ability to commute/relocate:

- Lewistown, IL 61542: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Customer service: 1 year (Preferred)

Work Location: In person