

**OFFICE OF  
Patrick J. O'Brian  
COUNTY CLERK & RECORDER  
FULTON COUNTY  
P. O. BOX 226-LEWISTOWN, ILLINOIS 61542-0226  
pobrian@fultoncountyilelections.gov**

**FULTON COUNTY BOARD ADMINISTRATIVE ASSISTANT - FOIA**

This position is a full-time administrative position. The administrative assistant - FOIA will be hired by and report directly to the County Board Chairman with **daily supervision by the County Sheriff**. This position is a non-bargaining unit, at-will, hourly position. Compensation will be set by the County Board, consistent with Board Policies. Starting pay is \$22.31/hr.

**THIS POSITION IS AVAILABLE IMMEDIATELY TO BEGIN TRAINING.**

**Qualifications:**

- a. High School Diploma or equivalent. Bachelor's degree preferred
- b. Proficiency with Microsoft Office preferred. (Word, Outlook, Excel, Power Point)
- c. Able to prioritize tasks in order to meet various deadlines and time constraints, and work independently
- d. Demonstrates maturity, professionalism, and the utmost discretion in handling and safeguarding confidential information
- e. Must have the ability to read and speak English, other languages are a plus

**NOTE: Certification by the State of Illinois as a Freedom of Information Officer is required within 6 months of hire.**

**Duties include but are not limited to:**

- a. Analyzes and determines response to requests for information filed by citizens, journalists, and outside entities pursuant to the Illinois Freedom of Information Act ("FOIA")
- b. Analyzes and determines response to inquiries from the general public, business establishments, community organizations, media and government agencies regarding County programs, services and business matters of public record
- c. Researches, examines, and analyzes video and documents to provide responsive documents in response to FOIA requests and makes appropriate redactions of exempt information
- d. Resolves information requests within the required timeframe and where appropriate, requests extensions in writing
- e. Assesses whether the magnitude of information requested proves burdensome in adherence with the State of Illinois Freedom of Information Act guidelines
- f. Obtains necessary information from manual, computerized, and archived files, and records
- g. All other duties are required and deemed necessary by the County Board
- h. SCHEDULE: 35 Hour Work Week, Monday-Friday 8:00am to 4:00pm.

**Benefits:**

- a. Retirement (IMRF)
- b. Health, vision and dental insurance
- c. Paid holidays following the Fulton County Personnel Manual
- d. Paid sick days following the Fulton County Personnel Manual
- e. Paid vacation days following the Fulton County Personnel Manual

**Work Experience Desired (but not required):**

-2 years of research and analysis work

-Must have computer experience and ability to work with redaction software, as work will frequently require both

**Email all resumes to [pobrian@fultoncountyilelections.gov](mailto:pobrian@fultoncountyilelections.gov) or mail to Patrick O'Brian, County Clerk P.O. Box 226, Lewistown, IL 61542**

**Applications must be submitted no later than Friday, April 3, 2026**

*This institution is an equal opportunity provider and employer.*

*Fulton County does not discriminate in admission, access to, treatment or employment in programs or activities on the basis of a handicap in violation of §504 of the Rehabilitation Act.*

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