

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 or mail to Patrick O'Brian, County Clerk P.O. Box 226, Lewistown, IL 61542

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.