

**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**

This position is a full-time administrative position. The administrative assistant will be hired by and report directly to the County Board Chairman with **daily supervision by the County Clerk**. This position a non-bargaining unit, at-will, hourly position. Compensation will be set by the County Board, consistent with Board Policies. Starting pay is **\$20.15/hr. THIS POSITION IS AVAILBLE IMMEDIATELY TO BEGIN TRAINING.**

**Qualifications:**

- a. High School Diploma or equivalent. Bachelor's degree preferred.
- b. Previous Administrative Assistant Experience preferred. **DETAIL ORIENTED** with excellent oral and **written** communication skills.
- c. Proficiency with Microsoft Office preferred. (Word, Outlook, Excel, Power Point)
- d. Able to prioritize tasks in order to meet various deadlines and time constraints, and work independently.
- e. Ability to establish effective working relationships with County personnel, elected and appointed officials and the general public.
- f. Acts with maturity, professionalism, and discretion in dealing with confidential material.

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

- a. General daily office work, filing, making copies, receptionist services, typing minutes, scheduling meetings.
- b. Must be able to attend evening meetings of assigned committees, County Board meetings and take minutes.
- c. organize claims for various committees.
- d. Oversight of the County website including adding and eliminating items from the site. **Word press experience a plus.**
- e. Assist the County Board Chairman and Ex-Officio Clerk of the County Board in preparation of various documents including Board packets, meeting agendas, minutes, and other communications.
- f. Assist the Comptroller, Board Chairman, and Finance Committee Chairman with budgets as needed.
- g. Perform other such related tasks and duties as assigned or required by the County Board Chairman or Ex-Officio Clerk of the County Board.
- h. SCHEDULE: Monday-Friday 8:00am to 4:00pm. **Some evenings required.**

**Benefits:**

- a. IMRF
- b. Paid holidays
- c. Health, vision, and dental insurance
- d. Paid sick days
- e. Paid Vacation

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

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