

Susan W. McGrath
CIRCUIT CLERK
CHAMPAIGN COUNTY



Champaign County Courthouse
101 East Main Street
Urbana, IL 61801
Phone (217) 384-3725
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Subject: Job Posting
Office: Circuit Clerk
Position: Executive Assistant

Posting Date: 10/1/2021 – 10/31/2021
Date Available: 1/3/2022
Posting Type: External

Champaign County Circuit Clerk is seeking an experience Administrative Assistant

who is organized and self-motivated, who has a positive attitude, and who thrives on planning, organizing and improving processes and documentation.

The Ideal Candidate Will:

- Be patient, tactful, and diplomatic
- Be highly organized, experienced, dependable, and energetic
- Demonstrate excellent attention to detail with problem-solving skills
- Demonstrate excellent verbal and written communication skills
- Demonstrate strong organizational skills with the ability to prioritize and multi-task

Example Responsibilities:

- Answering phone calls, schedule meetings, and respond to emails
- Physical and electronic filing of confidential information
- Managing calendars and preparing mailings
- Preparing inventory of office supplies, ordering and stocking of office supplies, and creating payment vouchers
- Assisting with the preparation, generation, submission, and tracking of routine correspondence, reports, and special projects typically of a routine nature

Requirements:

- Excellent verbal and written communication skills
- Graduation from a 2-year program, or 5 or more years of administrative experience, or an equivalent combination of education and experience
- Working knowledge of office equipment, like printers and fax machines
- Fully computer literate with proficiency in administrative tasks and tracking, including mail merge, spreadsheet formulas, pivot tables, and Microsoft Office Suite
- Familiarity with County government operations is preferred

Physical Demands:

- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk; or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Apply at:

- <https://www.applitrack.com/champaign/onlineapp/default.aspx?Category=Champaign+County>

This is a non-exempt, grade level G position. Excellent fringe benefits package includes paid time off, life insurance, and retirement benefits.