

JOB POSTING

Position Title	Judicial Secretary
Department	Circuit Court
Shift	Days – Full Time
Salary (Optional)	
Brief Job Description	Performs secretarial work for the Associate Judges. Requires knowledge of legal terminology and competent computer skills. Provides assistance to the Associate Judges with scheduling, correspondence, court orders and docket entries.
Education Requirements	High School Diploma or equivalent with experience as a legal secretary/clerk or an Associate of Arts Degree in Legal Studies, or college degree in related field or court reporter desired.
Additional Comments	Considerable experience and knowledge of basic court procedures and office skills including neat, accurate filing, typing and experience with PC software (Microsoft Office, Word and Excel) is required.
Instructions for Applying	Send resume/application to: Livingston County Human Resources 112 W. Madison Street, Room 202 Pontiac, IL 61764
Application Deadline	2/8/13