

Position: Secretary/Clerical
Full time FOP union position
Starting hourly rate: \$15.45 through 11/30/24; \$15.91 on 12/01/24
Department: Christian County Probation Department
Reports to: Probation Supervisor
Hours: Monday through Friday 8:00 a.m.-4:00 p.m. and every other Monday
10:00 a.m.-6:00 p.m. with a meal period of one hour.

Requirements:

- Education and/or experience in secretarial/office work preferred. Must possess high school diploma or GED, be hard-working, a self-starter, dependable, organized, professional, Christian County resident, and pass background check. Computer skills necessary; experience in Excel preferred.

Duties:

- Answer telephones
- Case and data entry
- Assist in case management
- Collect court records
- Maintain and prepare statistical information
- Complete records checks
- All other duties as assigned

To apply:

- The application process must be completed in its entirety following the instructions at <https://christiancountyil.com/probation/>