



CAREER OPPORTUNITY

Job Title: Clerk Typist II
Department: State's Attorney
Reports To: State's Attorney, Executive Legal Secretary and/or person(s) designated by the State's Attorney
Location: 157 N. Main St. Ste. 402, Edwardsville, IL 62025
Starting Salary: Madison County AFSCME Pay Step Plan Grade 4- \$16.72hr
Hours of Work: Monday – Friday, 8:30 a.m. - 4:30 p.m.
Closing Date: March 30, 2018

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

- A high school diploma or equivalent and one (1) year related experience are required.
- Madison County, IL residency requirements must be met within 6 months of hire

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Answers telephone for the Office and greets visitors and walk-ins; refers callers/visitors to appropriate individual, office, department or agency; receives and distributes messages as necessary;
- Receives and distributes incoming mail as directed;
- Provides assistance and information to police departments and other governmental agencies
- Performs all duties related to general file maintenance and organization, including the opening and closing of files, photocopying and scanning; retrieving information as requested; Prepares discovery and files for various dockets;
- Data Entry duties as directed;
- Types and files various pleadings and correspondence, including Informations, Indictments, criminal complaints, memoranda, petitions, motions, warrants, discovery, compliance, subpoenas, etc.;
- Provides general assistance to various Office divisions, including attorneys, Victim/Witness Specialist and administrative staff, when necessary;
- Demonstrates proficiency in word processing, data, legal and case management software
- performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

Qualified individuals please submit applications to:

Taylor Blaylock, Office Administrator- Madison County State's Attorney's Office, 157 N. Main St, Ste. 402, Edwardsville, IL 62025

Visit <http://www.co.madison.il.us/jobs> for application and full posting.