

NOTICE – JOB OPENING

Job Title/Position: Secretary (DMG Grade 4 Position)

Available Positions: One (1)

Division: Investigations

Primary Duties and Functions:

Primary duties include assisting with the day to day operations of the Investigations Division. This includes answering and screening all incoming telephone calls into the Investigations Division main telephone number, file maintenance which includes, but is not limited to, all Sangamon County sex offender files, which includes data entry into L.E.A.D.S and all other duties as assigned.

Requirements:

Experience dealing with the public in person and via the telephone. Clerical experience is a plus. A positive attitude and the ability and willingness to work with a team of employees to accomplish a common goal.

Hours of Duty: 8:00 AM – 4:30 PM Monday through Friday

Salary Range: \$28,322.00 per year, plus benefits. Position covered by the FOP Civilian Bargaining Unit, and future salary increases will be in accordance with the collective bargaining agreement.

Application Information:

Interested individuals can request applications in person at the Sangamon County Sheriff's Office, #1 Sheriff's Plaza, Springfield, IL 62701 or at www.sangamoncounty-sheriff.com. Current Sangamon County Sheriff's Office employees may request consideration through memorandum to the attention of Captain Rodney Vose. **Deadline for submission of applications and memorandums is 4:30 p.m. Monday, January 4, 2021.**

Expected start date: February 2021

Sangamon County is an Equal Opportunity Employer