

NOTICE-JOB OPENING

Job Title/Position: LEADS Assistant Agency Coordinator (DMG Grade 6 Position)

Available Positions: One (1)

Division: Administration

Primary Duties:

Primary duties include, but not limited to, maintenance and validation of entries into law enforcement databases. Disseminate daily briefing to all employees, verify and expunge all files related to statutory mandates for cannabis and juvenile records, and other duties as assigned.

Requirements:

Experience with data entry and word processing skills preferred. An ability and willingness to work with time sensitive deadlines and independent time management.

Hours of Duty: Monday through Friday 8:30 a.m to 4:30 p.m.

Salary Range: \$33,594.00 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 download from the careers page of the Sheriff's Office website www.sangamoncounty-sheriff.com. Current Sangamon County Sheriff's Office employees may request consideration through memorandum to the attention of Chief Deputy Williams. **Deadline for submissions of applications and memorandums is April 3, 2020 at 4:30 p.m.**

Expected Start Date: April 20, 2020

SANGAMON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER