



CIRCUIT COURT
EIGHTH JUDICIAL CIRCUIT
STATE OF ILLINOIS

CHAMBERS OF
MARK A. DRUMMOND
CIRCUIT JUDGE

ADAMS COUNTY COURTHOUSE
521 VERMONT STREET
QUINCY, ILLINOIS 62301
(217) 277-2040
FAX: (217) 277-2072
mdrummond@co.adams.il.us

PART-TIME JUDGE'S SECRETARY

PAY: \$12.55 per hour, working 3 ½ hours per day, Monday through Friday

UNION : Fair Share/Local Lodge #822

BENEFITS: Per Union Contract

EXPERIENCE/EDUCATION: High School Diploma or GED equivalent required.
Previous office work experience helpful.

DUTIES AND RESPONSIBILITIES:

- Must pass a basic spelling and typing test. Must be able to merge documents, proofread and not rely on spell check.
- Skills to include the ability to operate office equipment (i.e. fax machine; copier; scanner and dictaphone) also experience with Microsoft office programs, including Word and Excel.
- To manage and prepare a yearly budget together with the Presiding Judge, to prepare and submit vouchers for payment of monthly bills.
- Excellent verbal and written communication skills to effectively interact with the general public, attorneys, judges, co-workers and supervisors.
- Ability to follow direction and work independently with minimal supervision.