

**OFFICE OF ATTORNEY GENERAL
CAREER OPPORTUNITY
POSTING #23-78**

POSITION CLASSIFICATION: Legal Secretary

PERMANENT ASSIGNMENT: Deputy Chief of Staff, Administration

BUREAU SERVED: Child Support Enforcement

LOCATION: Regional – Peoria
5415 North University Ave
Peoria, Illinois 61614

POSITION SALARY RANGE: \$41,268 - \$68,688 annually

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Performs responsible legal secretarial and clerical work requiring a basic knowledge of legal terminology and court procedures; types memoranda, depositions, pleadings, motions, rulings, pre-hearing reports, orders, petitions, briefs and vouchers; plans, schedules, initiates and performs the clerical processing necessary for preparation of cases by staff attorneys; proofreads documents; receives and screens public by telephone and in person; makes appointments; arranges for transportation, accommodations and conferences; types attorneys' case reports and legal manuscripts and revises as necessary; composes and types correspondence involving application of policy as well as general or routine matters; maintains detailed files.

MINIMUM QUALIFICATIONS:

1. Knowledge, skill and mental development equivalent to completion of 2 years legal secretarial or business college and 1-year secretarial experience or high school graduate (GED) and 3 years secretarial experience or related experience preferably in a legal services environment or an equivalent combination of training and experience.
2. Effective oral and written communication skills.
3. Physical ability to file and duplicate information which includes bending, stretching, stooping, and lifting of up to 15 pounds.
4. Ability to operate automated office machines and equipment (prior training or work experience on PC specializing in Word Perfect preferred).
5. Attendance is an essential function of this position.

HOURS OF WORK: 8:45 a.m. – 4:45 p.m. (Monday - Friday)

APPLICATION PROCEDURE:

Send resume to with cover letter to:

Office of the Attorney General
Human Resources Bureau
500 South Second Street
Springfield, Illinois 62701
or
humanresources@ilag.gov

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