



Nancy J. Boose, SHRM-SCP
Human Resources Director
Vermilion County Board

County Administration Building 201 N. Vermilion Danville, IL 61832
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Notice of Job Vacancy

DATE: November 14, 2024

POSITION: *Legal Secretary II*

DEPARTMENT: Probation and Court Services

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: IBEW – Judicial

BASIC FUNCTION: Perform responsible and complex secretarial work for Probation Officers. Type and prepare legal correspondence, documents and filing.

DESIRED REQUIREMENTS: Requires high school diploma or GED with previous legal secretary experience. Experience with Microsoft Word, Excel, and Outlook desirable.

STARTING SALARY: \$38,213 (after 12/1/24)

APPLICATION PERIODS: November 14-20, 2024 (Internal)
November 21, 2024 – until position is filled (External)

METHOD OF APPLICATION: Send resume and application or apply in person to:

Human Resources Department
Vermilion County Administration Building
201 N. Vermilion Street, 2nd Floor
Danville, IL 61832
njboose@vercounty.org

County applications can be found at www.vercounty.org
EEOP Utilization Report available for public viewing at www.vercounty.org
AA/EOE

County Benefits include: Illinois Municipal Retirement Fund (IMRF); affordable health, dental and vision insurance available; other ancillary benefit options available; vacation and PTO allowances; 14 holidays.

**Legal Secretary
Probation Department**

DISTINGUISHING FEATURES OF WORK:

Under general supervision of the Deputy Director, performs complex secretarial work and create legal documents for probation officers, supervisors, deputy directors and the director of the department.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Ability to perform all functions of Legal Secretary, as well as a variety of administrative and legal tasks.
2. Prepare, proof read, and maintain legal documents including probation, CUS, and periodic imprisonment orders, pre-sentence and social history reports, and other written communication.
3. Answer and directing incoming phone calls, communicating with clients, Judges, vendors, outside office court personnel, and experts.
4. Data entry.
5. Other duties as assigned.

DESIRABLE REQUIREMENTS:

Education and experience

Requires graduation from high school or GED. Prefer three years clerical experience at the level of Legal Secretary, preferably supplemented by college or business school training; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities

Legal secretaries need to have strong clerical and people skills, as well as a good understanding of legal terminology and procedures. They should also be able to work well in a team environment and have a professional demeanor. Legal secretaries must adhere to strict ethical guidelines, including maintaining confidentiality, integrity, and professionalism.

1. Requires thorough knowledge of functions, procedures and policies of departmental operations and the administration of criminal justice.
2. Requires working knowledge of Microsoft Word and Excel.
3. Requires ability to set up and type legal documents and court papers correctly from raw data.

4. Requires extensive knowledge of English language, spelling, and grammar.
5. Requires ability to make decisions in accordance with established office policies.
6. Requires ensuring timely completion of work by coordinating activities across divisions.
7. Requires use of office machines and software including multiple line telephones, document shredder, computer, e-mail, Internet, copiers, printers, and perform basic maintenance on office equipment such as changing toner in copiers, cartridges in printers, and/or using operating manual to trouble shoot basic problems as well as knowing the proper procedure to place a service call.

Physical Demands

To perform this job successfully, the employee is regularly required to sit. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Bargaining Unit

IBEW