



KENDALL COUNTY CORONER  
— JACQUIE PURCELL —

Part-Time Employment Opportunity  
ADMINISTRATIVE OFFICE ASSISTANT

The Kendall County Coroner's Office is seeking a part-time administrative office assistant. The position is 10 hours per week to start with hopes of expanding hours in the future for the right candidate.

Applications will be accepted until the position is filled.

Responsibilities:

- Provide administrative support to ensure efficient operation of office.
- Answers phone calls, supports visitors, data gathering for reports.
- Carry out administrative duties such as filing, data-entry, copying, scanning, uploading, etc.
- Exhibits polite and professional communication via phone, email and mail.
- Other duties as assigned.

Work Hours/ Benefits:

- 10 hours per week – flexible schedule during work day (9am-4:30pm)
- Pay is \$15/hour
- This position is not eligible for county benefits as described.

Skills/Qualifications:

- Microsoft Office Skills
- Ability to learn relevant case management software
- Good communication skills – both verbal and written
- Organizational skills
- Supply Management

Education & Experience Requirements

- High School diploma or equivalent education required
- 3 years of administrative assistant experience
- Knowledge of appropriate software including: Microsoft Word, Excel & Outlook
- Valid Illinois Driver's License

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