**Administrative Assistant**

**Type:** Full Time

**Salary/Pay Rate: Starting at $32.000 Annually**

**Posted Date: November 1, 2021**

**Deadline to Apply: November 19, 2021**

Kendall County State’s Attorney’s Office has a full-time opening for the position of Administrative Assistant. Eligible candidates should have a high school diploma or equivalent, previous Law Office experience preferred, possess basic Windows 10 knowledge, strong organizational and oral communications skills, and be familiar with working in a professional environment.

Hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. and occasional Saturday’s. Resumes and professional references should be received no later than November 19th, 2021.

Please submit Resume, Application, and Cover Letter to:

Amy Albright, Executive Assistant/Human Resource Manager

Kendall County State’s Attorney’s Office

807 W. John Street

Yorkville, IL 60560

or email aalbright@co.kendall.il.us by the end of business November 19,2021 or until the position is filled.

A copy of the full-job description can be found on our website: [https://www.co.kendall.il.us/offices/state-s-attorney](https://www.co.kendall.il.us/offices/state-s-attorney%20%20)

The Kendall County State’s Attorney’s Office is an Equal Opportunity Employer.