

Administrative Assistant

Type: Full Time

Salary/Pay Rate: \$35,000-\$38,000 Annually

Posted Date: December 12, 2022

Deadline to Apply: December 28, 2022

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 December 28, 2022.

Please submit Resume, Professional References, 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@kendallcountyil.gov by the end of business December 28, 2022 or until the position is filled.

A copy of the full-job description can be found on our website:

<https://www.kendallcountyil.gov/offices/state-s-attorney>

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