

Posted January 17, 2012

LEGAL CLERK

Linda Frank, Circuit Clerk of Champaign County, is seeking a hard working individual with good work ethics for a full-time permanent position. The ability to interact courteously with the public is a must. Applicants must have good reasoning and communication skills, be detail oriented and have proficient keyboarding skills. The ability to converse in Spanish will be considered. Will train motivated, quick-learning individual to comprehend and maintain court files. Minimum salary: \$11.51/hr. Excellent fringe benefits package includes: paid holidays, paid vacation/personal/sick days, health insurance, life insurance, and retirement benefits. Application is required; resumes may accompany.

Application deadline: Friday, January 20, 2012.

Applications available from Jo Kelly, Champaign County Courthouse, 101 E. Main, Urbana, IL.

EOE, AA, ADA