



**County of Mercer, Illinois  
Mercer County Board**

Date: May 11, 2020  
Department: Probation  
Job Title: Director's Assistant

The Probation Office of Mercer County, Illinois is looking for a full-time Director's Assistant. This position works to support the office through a wide variety of secretarial and clerical duties with general supervision. Independent judgement, the ability to learn new tasks and equipment quickly, and a strong ability to multi-task are requirements for the position.

Responsibilities include but are not limited to:

- Answering phones
- Typing and preparing correspondence
- Typing and preparation of presentence investigation reports
- Opening, closing and updating files within the Tracker software system
- Department's bookkeeping
- Tracking and processing monthly claims
- Reception of probationers and other guests
- Tracking of employee accruals
- Working with Community Service sites and Victim Impact Programs

Requirements:

- High School Diploma or GED with related college coursework preferred
- Prior experience with Tracker is a plus
- Knowledge of business English, spelling, punctuation and grammar
- Proficiency in the use of Microsoft Office (Outlook, Word, Excel, Etc.)
- Ability to meet strict deadlines and multi-task
- Ability to maintain a high level of confidentiality
- General accounting knowledge

**Send resume to: Mercer County Court Services, 100 S.E. 3<sup>rd</sup> Street, Aledo, IL 61231 OR email to  
Teresa Smith at: [tsmith@mercercountyil.org](mailto:tsmith@mercercountyil.org)**

**No Phone calls. Resumes with references accepted until May 15, 2020.**

**A criminal background check will be done.**

**We are an Equal Opportunity Employer.**