

# ADAMS COUNTY PROBATION and COURT SERVICES DEPARTMENT

Adams County Juvenile Detention Center  
200 North 52<sup>nd</sup> Street, Quincy, Illinois 62305  
Phone: (217) 277-2233 Fax: (217) 277-2241

Adams County Probation Department  
521 Vermont Street, Quincy, Illinois 62301  
Phone: (217) 277-2170 Fax: (217) 277-2189

**POSTING DATE:** March 9, 2018

**DEPARTMENT:** Court Services – Probation

**POSITION:** Secretary

**HOURLY RATE:** \$12.55 per hour

**HOURS:** 35 hours per week – Monday through Friday – 8:00 a.m. to 4:30 p.m. – some Tuesday evenings

**MINIMUM QUALIFICATIONS:** A high school diploma or equivalent is required. Type at least 60 words per minute accurately. Must be computer proficient and have experience with Microsoft Word. Must be a United States citizen. Must pass a pre-employment drug test.

**PREFERRED QUALIFICATIONS:** Experience with Microsoft Outlook. Familiarity with the criminal justice system, probation programs and practices. The ability to establish working relationships with a wide array of people and to work under stressful circumstances. Good problem solving, organizational, oral, written and computer skills. Possessing the qualities of integrity, professionalism, dependability, confidentiality, flexibility and a willingness to learn new skills. Ability to thrive in a team environment and with little direct supervision.

**APPLICATION PROCESS:** Please submit cover letter, resume' and application, as noted below, by **March 26, 2018** to:

**Wendy Venvertloh-Director of Court Services  
Adams County Probation Department  
521 Vermont  
Quincy, IL 62301  
wvenvertloh@co.adams.il.us**

**APPLICATION:** An application is available at following link:

<http://www.co.adams.il.us/Probation/forms/employmentapplication.pdf>

Only interviewed applicants will be notified of the selection process.

The County of Adams is an Equal Opportunity Employer