

Theodore J. Hampson
Williamson County State's Attorney
Williamson County Courthouse
Marion, Illinois 62959
Phone: (618) 998-2229; Fax: (618) 993-5805

Position Available

Title: Legal Secretary

Department: Sex Offenses

Wage: \$25,500.00

Description: Permanent Full-time Position (35 hours/week).
8 a.m. to 4 p.m. Monday - Friday
Office closed for lunch from 12:00 pm to 1:00 pm.

Requirements: General secretarial/clerical skills
Computer experience: Microsoft Office, etc.
Time management and organizational skills
Customer service experience

Closing Date: Open posting

Interested applicants must forward resume to:

Christy Gribble
Operations Officer
cgribble@williamsoncountysa.com