

**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:** \$30,940.00

**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](mailto:cgribble@williamsoncountysa.com)**

