



**SANGAMON COUNTY SHERIFFS OFFICE**  
"Keeping the Peace Since 1821"

Administration - (217) 753-6855  
Records - (217) 753-6846

*JACK CAMPBELL*  
#1 Sheriffs Plaza  
Springfield, IL 62701

Investigations - (217) 753-6840  
Corrections - (217) 753-6886

**NOTICE – JOB OPENING**

**JULY**

**JOB TITLE/POSITION:** Personnel Assistant

**DIVISION:** Administration

**DUTIES AND FUNCTIONS:**

Duties include, but will not be limited to, the following:

1. Various tasks in the areas of Personnel, Worker's Compensation, Payroll and New/Resigned employee documentation.
2. Processing of daily receipts and preparation of monthly receipt summary.
3. General clerical duties for the Administration Division.
4. Answering telephone and routing calls to the appropriate party.

**HOURS OF DUTY:**

8:00 a.m. to 4:30 p.m. Monday through Friday, excluding holidays observed by Sangamon County.

**SALARY:** \$30,039.00

This position falls under the FOP – Civilian Unit bargaining group

**APPLICATION INFORMATION:**

Interested individuals can request applications in person at the Sangamon County Sheriff's Office, #1 Sheriff's Plaza, Springfield, IL 62701, or print an application from the Careers Page of the Sheriff's Office website: [sangamoncounty-sheriff.com](http://sangamoncounty-sheriff.com) and mail or hand deliver the completed application to the address above. Applications will be accepted until July 31, 2019 at 4:00 p.m.

**EXPECTED DATE OF APPOINTMENT** September 2019

**SANGAMON COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**IN PARTNERSHIP WITH THE COMMUNITY**