



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

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

Jack Campbell  
#1 Sheriff's Plaza  
Springfield, IL 62701

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

**NOTICE – JOB OPENING**

**Job Title/Position:** Secretary (DMG Grade 4 Position)

**Available Positions:** One (1)

**Division:** Investigations

**Primary Duties and Functions:**

Primary duties include assisting with the day to day operations of the Investigations Division. This includes answering and screening all incoming telephone calls into the Investigations Division main telephone number, transcription of all interviews, including Internal Affairs interviews as needed, and file maintenance which includes, but is not limited to, all Sangamon County sex offender files, which includes data entry into L.E.A.D.S, Also responsible for the daily schedules and timekeeping records of Investigations personnel and Crimestoppers Secretary and all other duties as assigned.

**Requirements:**

Experience dealing with the public in person and via the telephone. Clerical and/or transcribing experience are a plus. A positive attitude and the ability and willingness to work with a team of employees to accomplish a common goal.

**Hours of Duty:** 8:00 AM – 4:30 PM Monday through Friday

**Salary Range:** \$27,142 per year, plus benefits. Position covered by the FOP Civilian Bargaining Unit, and future salary increases will be in accordance with the collective bargaining agreement.

**Application Information:**

Interested individuals can request applications in person at the Sangamon County Sheriff's Office, #1 Sheriff's Plaza, Springfield, IL 62701, or download from the Careers Page of the Sheriff's Office website [sangamoncounty-sheriff.com](http://sangamoncounty-sheriff.com). Current Sangamon County Sheriff's Office employees may request consideration through memorandum to the attention of Chief Deputy Cheryl Williams. **Deadline for submission of applications and memorandums is 4:30 p.m. Tuesday, January 22, 2019.**

**Expected start date:** February 2019

**Sangamon County is an Equal Opportunity Employer**

**IN PARTNERSHIP WITH THE COMMUNITY**