KENDALL COUNTY SHERIFF’S OFFICE
Now Hiring One Part-Time Entry Level Transcriptionist
Must be available to work from 10:30am until 4:30pm, M-F

The Kendall County Sheriff’s Office is seeking qualified applicants for the position of Part-Time Transcriptionist. This position performs a variety of routine, complex and confidential clerical work; including but not limited to answering non-emergency phone lines, providing walk-in public assistance, data entry, filing and transcribing audio recordings into printed reports.

Minimum qualifications:
✓ High School Diploma/GED
✓ Ability to type at least 40 wpm
✓ Possess excellent oral and written communication skills
✓ Ability to successfully complete the Sheriff’s Office screening process.
✓ Excellent data entry skills and proficiency in modern business applications; including but not limited to: Microsoft Outlook, Word and Excel

Starting hourly rate is $12.85 per hour and will increase to $13.10 per hour after six months of employment. Regular work hours for this position are 10:30am – 4:30pm Monday through Friday, totaling 30 hours per week.

The part-time entry level transcriptionist position is a civilian position that requires an individual who has attention to detail and is comfortable in a fast-paced position and is able to work independently within a team environment.

Any offer of employment is contingent upon the applicant’s successful completion of a background investigation and drug screening.

APPLICATION DEADLINE: until the position is filled

Completed applications can be emailed to tpage@co.kendall.il.us, faxed to 630-553-4379, mailed or dropped off between 8am – 4:30pm M-F.

Applications are available online at www.co.kendall.il.us/employment or at the Sheriff’s Office.

Equal Opportunity Employer.