

EMPLOYMENT OPPORTUNITY

Kendall County Circuit Clerk's Office has a full-time opening for the position of Deputy Clerk. Eligible candidates should have a high school diploma, possess strong organizational, multitasking and oral communication skills, general working knowledge of computers, ability to handle multiple tasks, and be familiar with working in a professional environment. Duties will include a variety of routine office tasks following prescribed procedures relating to the processing of court cases through the circuit clerk's office.

Annual starting salary 23,500.00

Please submit resume to:
Robyn Ingemunson
Kendall County Circuit Clerk
807 W. John Street,
Yorkville, IL 60560

by the end of business April 13, 2018

EOE