



Office of the Winnebago County State's Attorney

RECORDS CLERK

Job Type: Full Time - hourly

Salary Range: \$39,520

Benefits: health, dental, and vision insurance, paid time off (PTO), IMRF pension

Company Background

The State's Attorney's office is a dynamic, fast-paced office dedicated to seeking justice. The atmosphere is often high-energy, as attorneys and support staff manage a steady flow of criminal cases. It is a rewarding environment, offering the opportunity to hold offenders accountable and ensure justice for victims.

Job Description

Under general supervision performs a variety of clerical duties. Responsible for case initiation entry, preparing legal documents, preparing files for initial court appearance. Obtains police reports from agencies. Scans documents and files and prepares and completes file disposition. Answers main incoming telephone line and greets public visitors as backup for reception. Performs general office/secretarial duties such as typing, filing, copying and faxing. Responsible for initial file preparation as well as file dispositions. Utilizes the Court Case Management system. Prepares for daily initial appearance court, pulls bench warrant files, prepares petitions and notifies the jail for any declined or changes in charges. Maintains the records file room. Distributes correspondence between the State's Attorneys Office and other offices through daily rounds.

Hours vary in the records department. State's Attorney office hours are 8am-5pm, however due to the nature of the records position, records clerk hours vary. Hours will also include 6am-3pm, 7am-4pm, Saturday mornings, and some holidays on a rotating schedule.

Job Qualifications

High school diploma or equivalent required. Previous law office or legal experience, customer service, phone, and data entry experience preferred.

Please submit cover letter and resume to:

Rita Bravo
Executive Administrative Assistant
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Rockford, IL 61101
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