

STATE OF ILLINOIS
COUNTY OF PEORIA
TENTH JUDICIAL CIRCUIT

NATHAN R. BACH
Public Defender



PEORIA COUNTY COURTHOUSE
324 Main Street - Room 211
Peoria, Illinois 61602-1363
TEL: (309) 495-4621 FAX: (309) 672-6957

NOTICE OF VACANCY
PARALEGAL

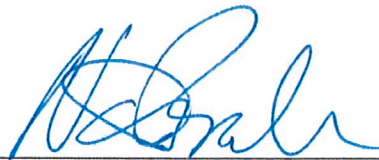
The Peoria County Public Defender announces an opening for the position of Paralegal. This individual will provide high-level secretarial and administrative support to the Peoria County Public Defender and the First Assistant Public Defender. Responsibilities will include coordinating, preparing and implementing the annual budget of the Office of Public Defender along with communicating directly with clients of the Public Defender's Office, scheduling hearings, drafting correspondence and other administrative duties as necessary. Because this position will interact with the public on a daily basis, the ideal candidate will be knowledgeable as to criminal law and procedure and be a clear and concise communicator. Paralegal certificate and at least three (3) years of office administrative experience are required. Salary is commensurate with experience and resource availability.

Whether emailed, mailed or hand delivered, all applications must be received in Court Administration **by 5:00 p.m. on November 30, 2017**. Applications should include a cover letter and resume or curriculum vitae. Please forward all applications, in confidence, to:

Rena' Parker, Court Administrator
Tenth Judicial Circuit
324 Main Street, Room 215
Peoria, Illinois 61602
Telephone: (309) 672-6066
rparker@peoriacounty.org

Applicants will also be required to make themselves available for an interview and screening process with the Public Defender. Applicants will be notified of the date, time and location of the interview and details of the screening process at the close of the application phase.

Dated this 1st Day of November, 2017



Nathan R. Bach
Peoria County Public Defender