

August 18, 2023

JOB VACANCY ANNOUNCEMENT

SUPREME COURT OF ILLINOIS

Internal Audit

3101 Old Jacksonville Road

Springfield, Illinois 62704

Applicant may be required to submit additional material or complete job specific tests for the position.

POSITION:	Executive Assistant to the Chief Internal Auditor
DIVISION:	Supreme Court Internal Audit
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
SALARY:	Minimum salary \$47,253 per year, salary at time of hire to be commensurate with experience
REPORTING RELATIONSHIP:	Chief Internal Auditor

The Executive Assistant to the Chief Internal Auditor performs assistance to the Chief Internal Auditor, coordinates office support activities, and performs secretarial duties for the Supreme Court Internal Audit Unit. Work is performed under the direct supervision of the Chief Internal Auditor or the Internal Audit Manager at the direction of the Chief Internal Auditor.

ESSENTIAL FUNCTIONS:

- Operates a personal computer using word processing, spreadsheet, and database software.
- Prepares correspondence, reports, purchase requisitions, invoice and travel vouchers, orders supplies, and verifies telephone bills.
- Coordinates and maintains Supreme Court Internal Audit's filing systems and various databases.
- Coordinates office support activities.
- Coordinates travel arrangements for internal audit personnel.
- Assists the Chief Internal Auditor by gathering documentation and information, and preparing audit documentation, schedules, and memorandums under the supervision of experienced internal audit personnel.
- Travels, as part of a team, to judicial branch office locations throughout the State to assist internal audit personnel in gathering audit evidence and perform fieldwork to complete audits and projects.
- Assists the Chief Internal Auditor with the coordination of the external audit.
- Assists the Chief Internal Auditor with statutorily required reports.
- Performs other duties as assigned.

EXPERIENCE AND EDUCATION REQUIREMENTS: A minimum of one year's office experience performing secretarial services and assistance to a manager and education or training equivalent to an associate's degree in secretarial science or a related area. Additional experience may be substituted for education.

KNOWLEDGE AND SKILLS:

- Skill in composition, communications, records management, and report preparation.
- Ability to communicate effectively, verbally and in writing.
- Strong interpersonal skills and attention to detail.
- Ability to use initiative and work independently or in a team environment.
- Knowledge of personal computer applications (i.e., word processing, spreadsheet, or database software).
- Ability to organize work effectively and meet required deadlines and schedules.
- Associates with employees and the public in a pleasant, courteous, and helpful manner.
- Responds to change productively.

PHYSICAL REQUIREMENTS: This position requires the ability to sit for extended time periods and travel within Illinois, including some overnight stays. This is a professional office working environment requiring telephone usage, the ability to retrieve files, and process written and electronic documents.

Interested individuals should submit – via email – a letter of interest, resume and completed [Judicial Branch Employment Application](#) to:

courtempoyment@IllinoisCourts.gov

This position will remain open until filled. However, those individuals submitting materials by Friday, September 29, 2023, will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER