**Administrative Assistant**

**Type: Full Time**

**Salary/Pay Rate: $36,000-$38,000 Annually**

**Posted Date: April 24, 2025**

Kendall County State’s Attorney’s Office has a full-time opening for the position of Administrative Assistant. Eligible candidates should have a high school diploma or equivalent, previous Law Office experience preferred, possess basic Windows 10 knowledge, strong organizational and oral communications skills, and be familiar with working in a professional environment.

Hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. and occasional Saturday’s. Resumes and professional references should be received no later than May 8, 2025.

Please submit Resume, Professional References, and Cover Letter to:

Amy Albright, Executive Assistant/Human Resource Manager

Kendall County State’s Attorney’s Office

807 W. John Street

Yorkville, IL 60560

or email aalbright@kendallcountyil.gov by the end of business May 8, 2025 or until the position is filled.

The Kendall County State’s Attorney’s Office is an Equal Opportunity Employer.