

JOB OPENINGS

Macoupin County Courthouse, Carlinville, IL

Occasional travel may be required.

- **OFFICIAL COURT REPORTER (License Required)**

Successful candidate will be employed full time by Court Reporter Services State of Illinois and perform duties for the judiciary or administrative supervisor as assigned.

- **COURT SPECIALIST (No CRS License Required)**

Successful candidate will be employed full time by Court Reporting Services State of Illinois and operate State-approved electronic recording and transcription equipment and perform clerical and other duties for the judiciary or administrative supervisor as assigned. Three (3) years of clerical or office experience required. Education, training or an Associate's degree may be substituted for up to two (2) years of experience. Successful candidate must complete the Administrative Office of the Illinois Courts' Court Specialist Certification Program within six (6) months of employment.

Contact:

Hon. Kenneth R. Deihl
Presiding Circuit Judge
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