

JOB POSTING

May 8, 2024

KANE COUNTY SHERIFF'S OFFICE
Information Data Processor – Corrections
\$18.79/HR 40 HRS/WK
Sunday - Thursday – 7:00 a.m. to 3:00 p.m.

General Summary: An information Data Processor is primarily responsible for providing a variety of clerical support functions and public service protocols necessary for the efficient and effective operations within the Sheriff's Office. A person must be able to keep accurate records, type 35 wpm, have basic computer skills, and establish and maintain a cooperative relationship with other employees, outside agencies, and the general public.

Minimum Qualifications: Must have a high school diploma or equivalent and be able to pass an extensive background check. **Benefits:** Qualified candidates may qualify for an additional interpreter pay per month for bilingual certification. Benefits include health, dental, vision, pension, vacation, sick days and 14 (fourteen) holidays. **Applications will be accepted until the end of the day, Friday, May 31, 2024.**

Please go to www.countyofkane.org under the Employment tab to complete the online application and EEO form; upload your cover letter, resume, and references. Qualified applicants must submit to a criminal background check.

EEO Employer/Program.