COUNTY OF KANE

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| **DEPARTMENT OF HUMAN**  **RESOURCE MANAGEMENT** |  | County Government Center  719 S Batavia Avenue |
|  | Geneva, Illinois 60134 |
|  | Phone: (630) 232-3560 |
|  | Fax: (630) 208-0116 |
|  | www.countyofkane.org |

**JOB POSTING**

**October 21, 2025**

**Kane County Public Defender’s Office**

**Bilingual Receptionist $20.55 per hour 35 Hr/Wk**

**Job Description:** This position will be responsible for answering telephones and greeting people at the front desk. It will also include some additional support staff functions, including creating files, filing, data entry, assisting attorneys and clients, copying, and translating English/Spanish communications, both oral and written. It may also include client interviews as needed, or any other like duties as assigned by supervisor.

**Job Requirements:** **Fluent in Spanish and English**, prior reception desk or support staff experience (law office preferred), ability to engage in face-to-face client communication both in and out of a jail setting. You must be computer proficient. This is a Union position (AFSCME) which is subject to the terms of a contract, a copy of which can be provided.

**Deadline Date: November 26, 2025**

Please go to [www.countyofkane.org](http://www.countyofkane.org) under the Employment tab to complete the online application and EEO form, upload your cover letter, resume and references or forward your application with letter of interest and resume to Jill (Choate) Koszola:

[**Jchoate@KanePublicDefender.org**](mailto:Jchoate@KanePublicDefender.org)**.**

Qualifying applicants must submit to a criminal background check.

EEO Employer/Program