

Honorable Dorothy Brown
CLERK OF THE CIRCUIT COURT OF COOK COUNTY
Personnel Services Department, Human Resources Bureau

TEMPORARY SUMMER SEASONAL POSITIONS

(CONTINGENT UPON AVAILABLE FUNDING)



Posting 2008-001
March 13, 2008

The Clerk of the Circuit Court of Cook County ("Clerk's Office") is looking for summer seasonal employees to work in the Clerk's Office temporarily to perform duties and activities while regular employees are on vacation, etc. The Clerk's Office has locations throughout the County of Cook, which are: In Chicago – 50 W. Washington Street, 2650 S. California Avenue, 1100 S. Hamilton Avenue, 28 N. Clark Street, 555 West Harrison Street, 4200 N. Oak Park Avenue, 737 E. 111th Street, 3150 W. Flournoy Street, 5555 W. Grand Avenue, 2452 W. Belmont Street, 155 W. 51st Street, and 2323 S. Rockwell Avenue; Skokie – 5600 Old Orchard Road; Rolling Meadows – 2121 W. Euclid Avenue; Maywood – 1500 Maybrook Drive; Bridgeview – 10220 S. 76th Avenue; and Markham – 16501 S. Kedzie Avenue.

Posting site: Clerk of the Circuit Court of Cook County

Richard J. Daley Center
50 West Washington Street
10th Floor Lobby (on the east side of the building)

Approximately 150 paid seasonal employees will be hired for a 8-week period. The salary for temporary seasonal positions is \$10.78/hour with no paid benefits. Applicants will be selected on the basis of job related criteria including experience, skills, education, and character as well as the date of the applications. A continuously open waiting list will be maintained. Expected hiring will begin May 2008 and continue approximately every two weeks until all positions are filled. Applicants must have at least a high school diploma/GED and be age 17 or over at the time of employment.

Interested persons may pick up an application from the Receptionist in Room 1001 at the address below between 8:30 a.m. and 4:30 p.m., Monday through Friday (excluding official court holidays), or may call, write, or fax a request to obtain an application from:

Personnel Services Department
Clerk of the Circuit Court of Cook County
Richard J. Daley Center
50 West Washington Street, Room 1001
Chicago, IL 60602

Telephone: (312) 603-7266 Fax: (312) 603-5043

Interested persons must submit along with the application a résumé and any transcripts evidencing college degrees that are indicated on the résumé.