

Hamilton County Highway Department

County Engineer
Richard Coronado Jr., PE
(618) 643-2714

910 E. Randolph
McLeansboro, Illinois 62859

CAREER OPPORTUNITY

HIGHWAY SECRETARY

The Hamilton County Highway Department is currently seeking to hire a Secretary. This is a union position.

The position consists of general secretarial duties necessary for the daily operations for the Highway Department. The duties include time keeping, preparing monthly claim's list, checking invoices, the entering of data into various software programs, processing payments, and other general secretarial duties. This position reports to the County Engineer.

A job description and employment application are available on the County Website [Home Page - Hamilton County IL](#) and at the Office of the Hamilton County Highway Department, 910 E. Randolph, McLeansboro, Illinois, between the hours of 8:00 A.M. to 12:00 Noon, or 1:00 P.M. to 4:00 P.M.

Applications must be submitted at the Office of the Hamilton County Highway Department, 910 E. Randolph, McLeansboro, Illinois, by 4:00 P.M. on Friday July 31, 2026.