Exploring Professional Services, Finance, and IT Careers

in Grundy County

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Industry Overview

It takes a network of connected and specialized services to make Grundy County thrive. Accountants, computer programmers, paralegals, and technical writers all provide a wide range of services that keep our community flourishing.

The professional services, financial, and information technology (IT) services sector comprises establishments that specialize in performing a variety of services for businesses. These activities require a high degree of expertise and training. For workers in these areas, helping companies and communities is the core of their jobs.

- **Are you creative?**
- **Are you interested in the law?**
- **Do you have good attention to detail?**
- **Do you like math?**
- **Do you like to work in teams?**
- **Do you like writing?**
- **Do you like working with computers?**

In-Demand Professional Services Jobs

Grundy Workforce Services has identified 21 high-demand jobs with available training programs in these professions. They are listed on the back page with related wage and training information. Certain occupations may require testing or licensure. Most require drug testing and criminal background checks.

Outlook & Growth

Growing demand for new digital tools and services is driving job growth in the IT and professional services industries in Grundy County. As businesses continue to adopt and integrate new technologies to increase their business efficiencies, they are constantly looking for highly trained professionals. This leads to continued job growth and opportunities in these industries!

Training

Jobs in Grundy County's professional services, finance, and IT industries do require education and training, yet they don't always require a four year degree. Depending on your career interests and goals, you can choose a training program from several weeks to more than four years. Here are some examples below:

1 Year or Less — Certificate Program
- Computer User Support Specialist
- Office Clerk

2 Years — Associate Degree
- Computer Network Support Specialist
- Software Developer

www.jjc.edu/grundy-workforce provides information about careers in professional services, finance, and IT. It also includes local Grundy County job postings, available training programs, and advice on how to find financial aid. It is a resource which will introduce you to professional services jobs in Grundy County and help you figure out which ones could be the right fit for you.

Career Opportunities

There are many job specializations and opportunities within these industries. Whether you are interested in website design, software development, accounting, or paralegal work, you can choose from a variety of interesting and challenging careers to explore.

Of course, you don't have to stick to one career pathway. You may start in one career, and advance with experience and education into something different.

Here are some professional services career pathway examples:

Computer User Support Specialist	• Computer Systems Analyst • IT Project Manager
Office Clerk	• Executive Secretary • Office Manager
Bookkeeping, Accounting, and Auditing Clerk	• Supervisor of Office and Administrative Support Workers

These career pathway examples are just a way to get you started – the next step is up to you!

Required Skills & Abilities

Although completing the required technical training is critical to landing a job in in these professions, there are additional skills employers look for. To move ahead in, and even begin your career, you will need to demonstrate good interpersonal and communication skills.

Below are some examples of interpersonal and communication skills in the professional services, finance and IT industries.

How many of these skills do you see in yourself?

- **Attention to detail - quality control, organization, analytical thinking**
- **Communication - writing, presenting, computer literacy**
- **Organization - time management, flexibility**
- **People management - teamwork, influencing, negotiation**

Grundy County In-Demand Professional Services, Finance & IT Jobs

Job Title	Annual Job Openings Chicago Metro	Annual Job Openings Grundy County	Average Starting Hourly Wage	Average Hourly Wage with Experience
Certificate				
Accountants and Auditors*	1,606	~10	$17.91	$47.42
Bookkeeping, Accounting, and Auditing Clerks	418	~10	$10.69	$25.47
Computer Network Architects*	82	~10	$23.92	$55.88
Computer Programmers*	315	~10	$23.28	$50.09
Computer Systems Analysts*	588	~10	$23.02	$53.22
Computer User Support Specialists	465	~10	$13.73	$36.38
Database Administrators*	109	~10	$23.93	$55.88
Executive Secretaries and Executive Administrative Assistants*	289	~10	$14.57	$33.35
Information Security Analysts*	76	~10	$23.72	$54.28
IT Project Managers*	173	~10	$20.56	$55.53
Network and Computer Systems Administrators*	222	~10	$22.77	$53.01
Office Clerks	2,606	38	$10.12	$22.62
Paralegals and Legal Assistants*	277	~10	$13.54	$33.41
Secretaries and Administrative Assistants*	894	15	$10.06	$24.93
Supervisors of Personal Service Workers*	138	~10	$9.74	$23.44
Web Developers*	162	~10	$15.02	$56.32
Associate Degree				
Computer and Information Systems Managers	278	~10	$23.21	$107.51
Computer Network Support Specialists	116	~10	$16.14	$43.75
Software Developers, Applications	709	~10	$17.37	$58.90
Software Developers, Systems Software	260	~10	$29.27	$63.35
Supervisors of Office and Administrative Support Workers	813	10	$12.69	$40.06

*Earning an associate degree will also satisfy educational requirements for this job.