



POSITION OPENING

POSTING DATE: September 27, 2018

DEPARTMENT: County Clerk/Recorder

POSITION TITLE: Deputy County Clerk/Floater

HOURS: Full-Time (37.50 hours per week)

FLSA: Non-Exempt

AFFILIATION: Union-Teamsters-Unit B

GRADE: 11

WAGE: \$14.24 - \$17.81 per hour

APPLICATION DEADLINE: October 4, 2018

The Union approved a five day Application Deadline posting for this position.

Interested candidates should submit a resume and a County Employment application to:

Tina Rudd, Tazewell County Deputy County Clerk/Recorder
11 S. 4th Street
McKenzie Building Suite 203
Pekin, IL 61554

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/> under the "How Do I ..." drop down tab.

Tazewell County is an Equal Opportunity Employer



Tazewell County Job Description

Job Title: Deputy County Clerk/Floater
Department: County Clerk
Reports to: County Clerk
FLSA Status: Non-Exempt
Affiliation: Union – Teamsters-Unit B
Grade: 11
Prepared Date: Sept. 19, 2018

SUMMARY: Attend County Board meetings, take notes and record meetings. Receive resolutions and collect all necessary signatures. Mail out Resolutions and/or contracts to departments and/or outside people. Compile all resolutions, motions made, and other notes into the County Board Minutes and distribute final meeting minutes. Mail/E-mail reminders to Members and Media for the meetings. Print and mail Appointments/ Reappointments. Enter meeting agenda in Excel and in the binder. After meeting, make CD of recorded meeting. Prepare roll call sheets for notes of meetings and after meetings make copies for Auditor. Fold and file away bills and minutes. Collect information such as department information, new employees, officials or county, cities, villages, and townships, representatives of state and county. Compile all information collected and create County Yearbook/ Directory.

Provide clerical support to the vital statistics division; inputting and processing marriage license, inputting and process assumed name information and issuing certificates, signing off on birth and death certificates, accept, process and distribute Notary Commission, balance daily receipts, prepare marriage publication report for newspapers, redeem delinquent taxes, process online payments, request, enter receipts into BUCS. Prepare oaths of office and file.

Back-up to Bookkeeper; Balance monthly redemption reports with redemption receipts of monies to be paid to tax buyers, in order to issue checks. Maintain bank statements and reconciliations records for external auditors. Print Clerk's signature on accounts payable and manual checks.

PRIMARY DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned to meet business needs.

Sign off on Birth and Death records (online IVRS)/ maintain file.

Prepare marriage license, file with the State and process certified copy.

Prepare marriage, birth and death record requests.

Collect information, compile and update annually the County Yearbook.

Prepare County Board minutes, distribute and maintain documents and bills.

Prepare assume name applications and certificates.

Accept Notary Commissions.

Redeem delinquent taxes- cash, check or credit card.

Balance daily receipts, process online payments, print check.

Send out reminders to Media and Board Members.

Assist customers on the phone and at the counter.

Prepare Oaths of Office and maintain.

Run reports, balance and issue tax buyers checks.

File Take Notices

Run crystal reports from Buc's for monthly redemptions and marriage and civil union

Maintain records of monies sent to State for Domestic Violence

Fund and Death Certificate Surcharge Fund.

Balance daily monies with receipts. Redeem delinquent taxes

Seal and mail tax sale certificates to tax buyers

Post all sale in errors and surrendered tax sale certificates in redemption program

SUPERVISORY RESPONSIBILITIES: No Supervisory Duties

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required.

EDUCATION and /or EXPERIENCE: High school diploma or general education degree (GED) with one year of responsible office experience or equivalent combination of education and experience required. Knowledge of basic accounting concepts, ability to handle large sums of money, confidentiality, multitask, and have the ability to communicate effectively to establish working relations.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, divide, determine percentages, and calculate interest.

TECHNICAL SKILLS: Experience in personal computers, keyboarding, Excel spreadsheets, Microsoft word processing, printers, typewriters, calculators,

telephones, fax machines, copier, multi-line phone system and other office equipment.

CERTIFICATES, LICENSES, REGISTRATIONS: None

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to communicate with customers and co-workers.

LANGUAGE SKILLS: Ability to accurately report and maintain records thorough knowledge of modern record management techniques with journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from employees and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk 25% of the time; sit 50% of the time; stand 25% of the time; reach with hands and arm; bend legs at knees, bend body downward and forward by bending spine at the waist and talk; or hear. The employee is occasionally required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually moderate.

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.