



POSITION OPENING

POSTING DATE:	November 2, 2018
DEPARTMENT:	County Clerk
POSITION TITLE:	Deputy County Clerk/Floater
HOURS:	Full-Time (37.50 Hrs/Wk)
FLSA:	Non-Exempt
AFFILIATION:	Union-Teamsters-Unit B
GRADE:	11
WAGE:	\$14.24 - \$17.81 per hour
APPLICATION DEADLINE:	November 9, 2018

** The Union approved a five (5) day application deadline posting for this position. **

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

Human Resources Department
11 S. 4th Street
McKenzie Building Suite 114
Pekin, IL 61554

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/> at the under "How Do I .. Apply for a Job?."

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: Revised March 4, 2016

SUMMARY: Vitals Division- This position answers phones, prepares marriage, birth and death records, accepts payments for certified documents, delinquent taxes. Prepare oath of offices and maintain files. Accept notary commissions and prepare assumed name applications. Sign off on birth certificate and death records with the state and prepare birth and death records that are requested.

Elections Division- Answer phones, register new voters, changes of address, scan and process. Cancel voters who have moved out of the County. Print ID cards. Responsible for all mail/call/email in absentee ballot request, requested in person, emails, nursing homes and supported living facilities, homebound and military. The request is entered and processed then the requested balloted is mailed. Input new and changed voter registrations into voter systems. Verify voter is eligible to vote and place voters in corrected districts. Performs duties to keep voters rolls accurate which consist of checking for voters who have moved and who are deceased. This is done within local office and on the state database. File records in the corrected file system. This position works with absentee, early and grace period voting. Delivers and packs up election equipment and supplies at polling locations throughout the County. Cleans and organizes the election storage room.

Print Shop- Produce and provide in house quality letterhead, envelopes, business cards, forms, booklets and brochures for all Tazewell County Departments. Assist all division of the County Clerk's Office.

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

Prepare Marriage, Birth And Death Record Request

Prepare Marriage License , File And Process Certified Copy

Accept Notary Commissions

Prepare Assumed Name Applications And Certificates

Prepare Oaths Of Office And Maintain File

Redeem Delinquent Taxes (Cash, Check or Credit Card payments)

Balance Daily Receipts

Online Payment Balancing and Print Daily Checks

Prepare Marriage Publication Reports

Sign Off On Birth And Death Records (Online Ivrs) /Maintain File

Ach Transfers

Accept Money Payments (Cash, Check or Credit Card Payments)

Answer Phones

Elections: Register Voters, Address Changes, New Registration Input, Printing Of Id Cards, Cancel Voters (As Needed) And Misc. Computer Input

Accept Request For Absentee Ballots, Process And Distribute As Requested (Mail, Email And In-Person) (Nursing Homes, Supported Living, Homebound And Military)

Keep Record Of Deputy Registrars And Maintain File

Maintain Inventory and Organization Of The Election Storage Room

File and Maintain Current Election Materials.

Assist in Election Judges in Training, Setting up Voting Machines at Polling Locations, and Tear Down Before and After Polls Close.

Report Absentees to State Board of Elections.

Assist in Print Shop With All Imaging, Copiers, and Bindery Machinery.

Meet Challenging Deadlines in Each Division of the County Clerk's Office.

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 to three years of responsible office experience or equivalent combination of education and experience required. Knowledge of voter registration requirements, election laws, codes, policies and dates concerning election laws and elections. Establish positive relationships with co-workers and the public.

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

TECHNICAL SKILLS: Experience in personal computers, keyboarding, spreadsheets, word processing, digital cameras, printers, typewriters, calculators, telephones, fax machines, digital copier, laminating machine and other office equipment.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid Illinois State Motor Vehicle Operator's Licenses as well as valid Motor Vehicle Insurance.

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; sit; reach with hands and arm; 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 40 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 quiet.

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.