



JOB POSTING

Posting Open: 06/15/2017

Closed: 06/26/2017

Department: Recorder's Office

Union: AFSCME 2025A

Job Classification: Deputy Clerk II

JOB CLASSIFICATIONS:

See Attachment

Grade: 16

Salary: \$14.24/hr

Hours: 40 hours per week

Please submit cover letter, resume, completed application to:

**Rock Island County
ATTN: Recorder's Office
1504 3rd Avenue
Rock Island, IL 61201**

ROCK ISLAND COUNTY

**CLASSIFICATION SPECIFICATION
GRADE 16**

TITLE: DEPUTY CLERK II

01/01/95

Characteristics of the Class: Under general supervision performs responsible specialized clerical work relating to an administrative County function. Incumbent may be assigned to Circuit Clerk's Office, County Clerk's Office, Recorder's Office, Treasurer's Office, or any other court related office. Work involves independence in the performance of duties, discretion and judgment in making work decisions that require knowledge of laws and procedures applicable to the area of assignment; contact with county officials and the public in providing technical information from records on procedures, laws and policies. The employee receives continuing or individual assignments by the supervisor generally indicating work to be done, limitation, quality and quantity expected, deadlines and priority of assignments. Performs other work as requested.

Examples of Essential Function:

When assigned to the Circuit Clerk's Office

Performs essential functions that may be assigned to the Deputy Clerk I classification.

Composes simple memos and letters, issues notices and warrants as ordered by court.

May be assigned to handle special research or complex filing.

Performs related work as required and attends sessions of court.

Prepares reports to FBI, ISP and other agencies.

When assigned to the County Clerk's Office

Issues certified copies of birth certificates; types corrections as needed; organizes and inputs related data; makes necessary changes.

Handles daily Marriage License Applications; issues marriage licenses; issues certified copies of marriage licenses; copies and files related documentation.

Issues certified copies of death certificates.

Deputy Clerk II

01/01/95

Issues receipts, sorts and delivers mail; answers all incoming and outgoing mail, answers telephone.

Uses the optical scanning system to scan in marriage license and related documentation.

Assists in voter registration, petitions, campaigns, absentee ballot process. Responds to questions and/or any problems related to the election process.

Registers voters and processes change of address for voters in the County. Processes all new voters and changes of names of voters in the County.

Prepares and edits the election judges; instruction manual for Rock Island County election judges.

Gives instructions to deputy registrars.

Prepares and/or packs all supplies and ballots for precincts on election day.

Sends out new voter cards, stuffs all cards, watches all pre-prints when being printed, puts together in a book style all the pre-prints of 120 precincts.

When assigned to the Recorder's Office

Pulls, types, compares and files tract cards.

Prices documents and checks accuracy of same.

Waits on customers via telephone and in person.

Prices, records and enters U.C.C.'s; runs tapes of daily recordings.

Compares slips and finds parcel numbers for indexing purposes.

Compares computer printouts and enters corrections in computer.

Records at front counter if needed.

(NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function

of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.)

Minimum Requirements:

A. Training and Experience

High school diploma, GED or equivalent certificate of competency, supplemented by business college level courses in law; by three years experience in general clerical work or two years experience in a court-related environment; satisfactory security and background check; or an equivalent combination of training and experience.

B. Knowledge, Abilities and Skills

Knowledge of court procedures, policies and practices in the court of assignment.

Knowledge of the operations, functions and scope of authority of the court or activity to which assigned.

Knowledge of legal and administrative terminology and/or procedures.

Knowledge of policies, practices and procedures of modern office techniques, filing and record keeping.

Ability to understand and follow oral and written instructions.

Ability to make work decisions in accordance with laws, regulations and departmental policies and procedures.

Ability to maintain a variety of complex records.

Ability to prepare reports from records.

Ability to establish and maintain productive working relationships with co-workers, court officials and the public.

Ability to communicate effectively in writing and orally.

Ability to respond to inquires in a tactful and courteous manner.

Skill in the use of modern office equipment such as telephone, facsimile, typewriter, copier, calculator, tape recorder, cash register, micro-film reader/printer, computer terminal and printer.

Physical and Requirements: Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Environmental Requirements: Task is regularly performed without exposure to adverse environmental conditions.

Sensory Requirements: Task requires visual perception and discrimination. Task requires oral communications ability.