



**JOB POSTING**

**Posting Open: 12/03/2018**

**Closed: 12/12/2018**

**Department: Treasurer**

**Union: AFSCME 2025A**

**Job Classification: Deputy Clerk III**

**JOB CLASSIFICATIONS:**

**See Attachment**

**Grade: 21**

**Salary: \$18.36/hr.**

**Hours: 40 hours per week**

**Please submit resume, completed application to:  
Rock Island County Treasurer  
1504 Third Avenue  
Rock Island, IL 61201**

**INTERNAL APPLICANTS ONLY**

**ROCK ISLAND COUNTY**

**CLASSIFICATION SPECIFICATION  
GRADE 21**

**TITLE:** DEPUTY CLERK III

12/1/04

**Characteristics of the Class:** Under general direction performs specialized, advanced clerical work requiring administrative ability in carrying out all activities in assigned area. 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, considerable discretion and judgment in making work decisions that require knowledge of laws and procedures applicable to the area of assignment; considerable contact with county officials and the public in providing technical information from records on procedures, laws and policies. The employee receives assignments from the supervisor, who defines objectives, priorities and deadlines and assists the employee with unusual situations that do not have clear precedents. May direct the work of other employees. Performs other work as requested.

**Examples of Essential Functions:**

When assigned to the Circuit Clerk's Office

Performs essential functions that may be assigned to the Deputy Clerk I and II classifications.

Answers complex inquires via phone and at the counter. Assists other clerks in responding to queries.

Interprets regulations according to well defined standards; applies rules accordingly.

May be assigned to gather data, prepare reports and handle other specialized projects.

Prepares written correspondence to general public, adjusting complaints and/or supplying moderately technical information to explain departmental procedures.

Explains and installs new procedures and assists others in difficult aspects of work.

Issues summons, subpoenas, legal documents to the public through the mail and/or over the counter.

Files related documents, records into the master file system. Gathers basic information from files.

Enters information on CRT to create and update records; posts information to manual records such as card files, dockets and ledgers; types or writes data on forms, files or other standardized documents.

Calculates and collects payments for fees and services; issues receipts for payments and affixes seals and stamps as appropriate; balances daily receipts.

Operates office equipment (e.g. CRT, copy machine, microfilm reader, typewriter and calculator).

Performs related work as required and attends sessions of court.

Prepares reports to FBI, ISP and other agencies; serves as liaison between Clerks office and court officials.

Supervises court room activities, insuring compliance with court rules and regulations and ensures adequate staffing of clerks and support staff.

When assigned to the County Clerk's Office

Performs general office duties; answers phones, waits on counter, registers voters, types, files, uses facsimile, copier, adding machine and paper cutter.

Enters new registrations, changes of addresses; deletes and makes inactive records on computer.

Checks in petitions when filed in County Clerk's Office.

Uses Microsoft Work to type letters, lists forms, etc.

Uses access database to keep election judge file, deputy registrar file, precinct committeemen file, all elected officials file for the county; prints labels and lists for same.

Sets up ballot pages (enters candidates, questions and punch numbers), proofs ballot, prints ballots and specimen ballots.

Sends out letters to all polling places requesting use for each election.

Prints pre-printed applications to vote and auto poll lists for each election; prints voter ID cards.

Updates and validates voter codes for each precinct.

Prints voter registration lists and labels for candidates and organizations.

Oversees election judge notification before each election and at re-certification.

When assigned to the Record's Office

Interprets information on documents and transfers this information to writing so that it may be entered into computer and posted on tract index.

Interprets legal descriptions, both metes and bounds and lots and blocks, so as to determine the parcels so that they may be indexed.

Assists attorneys, abstractors and the general public in finding the information they need so that they may record their documents.

Informs attorneys, abstractors and the general public of the requirements needed by the Recorder's Office so that they may record their documents.

Checks documents for requirements, price same, record (affix document numbers, book and page) and receipt recorded document.

Insures that Illinois Department of Revenue Declaration Sheets are properly prepared as per state requirements.

Sells and affixes revenue stamps, fills out forms for the Department of Revenue for the purchase of stamps; documents the recordings of liens on State of Illinois and U.S.A. Revenue Department vouchers.

Balances recordings with receipts at end of day to submit to Treasurer's Office.

Reviews for errors and makes corrections of data entry information in computer.

Combines parcels on S.A. maps and parcel cards as per instructions from Assessment Map Department.

Assumes supervisory position of track room in guiding employees in their duties through the day and placing staff in areas for work with highest demand. Trains new employees and employees who are assuming new duties.

When assigned to the Treasurer's Office

Receives and records bank tax collection and prepares for data processing.

Records in house tax collections and balances with bank deposits.

Transfer funds for investments.

Types and sends shortage and NSF letters.

Records all transactions relating to tax collections.

Types refund letters, checks and mail.

Distributes and mails tax collection and interest to taxing bodies.

Records receipts and transfer funds for Forest Preserve, Law Library, Probation Trust and JTPA.

Performs all duties associated with the collection of taxes and the distribution of same.

(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; by five years experience in a court-related environment, of which two years experience is in a

supervisory position; satisfactory security and background check; or an equivalent combination of training and experience.

**B. Knowledge, Abilities and Skills**

Knowledge of court procedures and policies in the area 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, record keeping and office machines.

Knowledge of supervisory principles and practices in a modern office environment.

Knowledge of principles and practices of bookkeeping.

Ability to be flexible in performing varied assignments on a day-to-day basis.

Ability to handle large volumes of transactions rapidly, accurately and honestly.

Ability to supervise the handling of monies paid into the registry of the court, including balancing cash drawers, running tapes and comparing with cash receipt books.

Ability to calculate and transcribe numbers quickly and accurately.

Ability to be bonded.

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 subordinates, co-workers, county officials, court officials and public.

Ability to communicate effectively in writing and orally.

Ability to respond to inquiries 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 and computer systems and printer.

**Physical 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 body 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.