

KAREN KINNEY
ROCK ISLAND COUNTY CLERK



Job Posting

Posting open: 01/02/2019 Closed: 01/11/2019 Department: County Clerk's Office
Job classification: Deputy Clerk III Grade: 21 Union: AFSCME 2025 A
Salary: \$18.36/ hr + full benefits Hours: 40 hours/wk, full-time FLSA: Non-exempt

Full job classification description attached.

Summary: Works proactively under general guidance of the County Clerk, Chief Deputy County Clerk, or Office Manager within the County Clerk's Office. Under close supervision performs specialized clerical work relating to all administrative functions (including but not limited to: vital records, elections, delinquent taxes, and claims) with in any area of the County Clerk's Office. Work includes office support duties of a general nature, including filing, receiving documents and handling telephone inquiries. The employee receives specific assignments, works as instructed (employees with certified skills may be assigned as needed across all functional areas of the County Clerk's Office), and consults with the supervisor as needed on all matters not specifically covered in the original instructions.

Additional job details:

- Tax extension:
 - Oversee tax extension cycle, including data entry, follow up with taxing bodies, and resolving any discrepancies.
 - Calculate railroad values in conjunction with IDOR and certifying library values for Secretary of State.
 - Assists in the preparation of the annual budget.
 - Processes claims for payment and tracks each vendor and line-item spending using New World Systems financial & accounting software.
 - Prepares monthly reports (summaries & spreadsheets).
 - Maintains records of enterprise zone(s), bonds, and certified tax increment financing districts (TIFs).
 - Files from taxing bodies copies of tax levies/budgets, reports, and Certifications of Publications.
- Delinquent taxes:
 - Collects payments, authorizes time extensions, and issues receipts for delinquent property taxes (real estate/mobile homes).
 - Enters relevant information and maintains record keeping system on mobile home parks, Township Assessors, and mobile home owners, including, but not limited to: new mobile homes, certificate of errors, corrections (new owner, square footage changes, mobile home year), mobile home status (removal, destroyed, or vacant), and homestead and disabled property tax relief.
 - Compiles information regarding tax buyer sale in errors, previous year's property tax searches, special assessments, and plat sign-offs.
- General office clerical support duties:
 - Sorts, stuffs, and distributes voucher checks for the various County departments.
 - Answers the telephone and transfers calls to the appropriate extensions.
 - Performs vital records requests, assists with election functions, and assists with delinquent tax work as needed.
- Each Rock Island County employee is responsible to engage in periodical activities that include, but are not limited to: (a) County-wide risk management/safety training, (b) departmental educational training, and/or (c) evaluation/physical improvement of departmental physical assets that prevents, reduces, or corrects safety hazards.

Preferred candidates will have an accounting degree and/or background.
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To apply, follow all directions listed below. Failure to follow directions may be disqualifying from consideration.

Submit cover letter, resume, and completed application to:
Karen Kinney, Rock Island County Clerk, PO Box #3577, Rock Island, IL 61204-3577.
****Hand-delivered & emailed applications are not accepted. All applications must go to the PO Box.****

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

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.

County of Rock Island, Illinois EMPLOYMENT APPLICATION

THE COUNTY OF ROCK ISLAND IS AN EQUAL OPPORTUNITY / REASONABLE ACCOMODATION EMPLOYER
County of Rock Island, Human Resource Department, 1504 Third Avenue, Rock Island, IL 61201
HR Department (309) 558-3610 / Fax (309) 558-3587

INSTRUCTIONS: Answer all questions completely and honestly. Type or print all answers. Sign the application and any supplemental forms. An applicant will not be considered without a completed application. Resumes are accepted, but only in addition to the application. Any omission, mis-statement, or falsification may be cause for you to be removed from further consideration in the employment process or discharged from County service. Applications must be received by the posted deadline, ¹ ₁ . The County of Rock Island is not responsible for applications that are not received by the posted deadline.

General Information			
Position Applying For: Deputy Clerk III		Date Available:	
Name: (First) (Middle Initial) (Last)			
Address:			
City:		State:	Zip Code:
Telephone:		Other Phone:	
E-Mail Address:			
Have you ever used or been known by any other names? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Names:			
How were you referred to this position?			
Desired Salary:		Minimum Salary Acceptable (Optional):	

Have ever been employed by Rock Island County? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes: Position: _____ Date(s): _____
Have you ever been terminated, discharged, or asked to resign from any employment? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please briefly explain:
Are you related to any County employee or elected official? Yes <input type="checkbox"/> No <input type="checkbox"/>

In the last seven years have you ever been convicted of a violation of law other than a minor traffic violation? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please _____ (The term "convicted" includes any conviction, a guilty plea, a no contest plea, a suspended sentence, or a deferred judgment. Conviction of a crime does not necessarily constitute automatic bar from employment.)
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<p style="text-align: center;">I will accept (check all that apply):</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Regular</p> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time</td> <td style="width: 50%; vertical-align: top;"> <p>Temporary</p> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal</td> </tr> </table> <p>Shift: Days <input type="checkbox"/> Evenings <input type="checkbox"/> On Call <input type="checkbox"/></p> <p>Date available to start work: _____</p>	<p>Regular</p> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<p>Temporary</p> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal	<p style="text-align: center;">Do you have a legal right to work in the U.S.?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>All new hires will be required to submit verification of the legal right to work in the United States within (3) business days of employment. In accordance with the Immigration Reform and Control Act of 1986 we are legally prohibited from employing anyone who cannot provide such verification.</p> <p style="text-align: center;">Are you 18 years of age or older?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Regular</p> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<p>Temporary</p> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal		

EDUCATION, TRAINING, AND SKILLS

Proof of education and/or professional certifications may be required prior to hire.

Driver's License Information:

Do you have a valid driver's license?	State:	CDL?
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
List any CDL endorsements:		

Do you have a high school diploma or G.E.D.? Yes No

If no, please indicate the highest grade completed:

Education Information:

Name of High School / College / University:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	

Professional Registrations, Licenses, and/or Certifications that relate to this position:

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

List any specialized training you have received that relates to this position:

List equipment and/or computer software applications you are proficient in operating that relate to this position:

EMPLOYMENT HISTORY

Begin with your present or most recent employer. List all jobs, paid or volunteer, over the last ten years. Include experience prior to ten years ago if it relates to the position to which you are applying. Your qualifications will be evaluated based in part on the information you provide on this application form.

Employer:	Phone #
Position Title:	Employment Dates (mo/yr) From: To:
Address:	City: State: Zip:
Direct Supervisor:	Phone #
Annual Salary:	Hours per week:
Job Duties:	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving or wanting to leave?	

Employer:	Phone #
Position Title:	Employment Dates (mo/yr) From: To:
Address:	City: State: Zip:
Direct Supervisor:	Phone #
Annual Salary:	Hours per week:
Job Duties:	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Annual Salary:	Hours per week:
Job Duties:	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Address:	City: State: Zip:

Direct Supervisor:	Phone #
Annual Salary:	Hours per week:
Job Duties:	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving or wanting to leave?	

PROFESSIONAL REFERENCES – PROVIDE AT LEAST THREE

Name:	Contact number:
Address:	Relationship:

Name:	Contact number:
Address:	Relationship:

Name:	Contact number:
Address:	Relationship:

Name:	Contact number:
Address:	Relationship:

I hereby certify that the statements made on this employment application are accurate and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, incomplete, or misleading information I may not be eligible for employment and if hired I will be subject to termination.

Signature

Date: _____