

## **POSITION NOTICE**

### **Vital Records Clerk**

#### **NOTICE OF BARGAINING UNIT JOB OPENING**

The LaSalle County Clerk's Office has an opening for the position of Vital Records Clerk. Under the supervision of the County Clerk, this position is responsible for receiving, processing, and recording documents for births, deaths, marriages, and other records processed by the office of the County Clerk. Assists customers at the counter and telephone for inquiries related to vital records and the procedures of the Clerk's Office. Scans and indexes a wide variety of documents.

This position requires a High School Diploma or Equivalency. Knowledge of Microsoft Word software is required. The ability to communicate with the public both in-person and via telephone in a professional manner is essential. This position will also assist with general clerk and election duties. During election period(s) it will be required to work overtime (this may include nights, weekends and holidays). Physical requirements of the position include daily use of keyboard, mouse and monitor; may require lifting up to 40 pounds, stand for periods of time to file documents and use of a ladder to retrieve documents from elevated files. Starting rate of pay is \$10.50 per hour.

Application available at [www.lasallecounty.org](http://www.lasallecounty.org)

Deadline to submit applications: August 23<sup>rd</sup>, 2017

Applications should be submitted to: LaSalle County Clerk's Office  
707 E Etna Road  
Post Office Box 430  
Ottawa IL 61350-0430