

POSITION NOTICE

Clerk 2

The LaSalle County Treasurer's Office has an opening for the position of Clerk 2. This is a full time position which includes a benefits package. Work hours are Monday-Friday, 8:00 a.m.-4:30 p.m.

Please see the attached job description for details about the position.

Starting salary rate of pay is \$10.50 per hour.

Applications are available at www.lasallecounty.org/employment.

Deadline to submit applications: September 8, 2017.

Please complete the application and send with resume to:

Jim L. Spelich, LaSalle County Treasurer
707 E. Etna Rd.
P.O. Box 1560
Ottawa, IL 61350

LaSalle County

Job Description



Job title: Clerk 2

Work Location: LC Governmental Complex

Division/Department: Treasurer's Office

Reports to: LaSalle County Treasurer and/or Deputy Treasurer

Employment Classifications:

Full-time Part-time
 Exempt Nonexempt
 Salaried Hourly
 Bargaining Unit

Salary Grade: 1

Current Employee holding position is:

Essential Duties and Responsibilities:

Accountable for the collection and distribution of seasonal property taxes to public entities.

Clerk 2's responsibilities will include but not be limited to:

- Assistant to the Chief Deputy Treasurer/Chief Accountant Assistant to Tax Process Clerk
- Gain experience and understanding of the daily accounting procedures.
- Learn and be capable and willing to do the tasks of the Chief Deputy Treasurer as needed.
- Be able to assist with set-up and year end close for all modes of tax collecting.
- Maintain bankruptcy files and communicate with County Attorney and Bankruptcy Attorneys.
- Set up Mobile Home tax year and maintain and oversee all Mobile Home parcels. Including, but not limited to registering Mobile Homes, contacting park managers as needed, delete and or create new Mobile Home bills, etc.
- Assist in mailing notices of Tax Distribution amounts to all entities.
- Attend annual Tax Sale and process necessary paperwork to finalize sales.
- Process manual payments of Drainage districts, Trust and Agency Accounts and Vendors.
- Learn and be capable of doing all Office Clerical operations as needed including but not limited to using an adding machine and cash counter.
- Tax collection and have knowledge of all modes.
- Know and understand and be able to collect and process tax payments, including mail, banks, web and counter payments.
- Be able to process cash, check and credit card payments at the counter correctly and accurately and calculate change as needed.
- Send files for certified letters for delinquent taxes to printing vendor.
- Computer sort set-up of delinquent files for newspapers.
- Assist Deputy Treasurer in Sale in Errors and send refunds as needed.
- Assist Tax Process Clerk with mail, corrected bills and be able to perform the Tax Processing Clerk's duties if he/she is absent for an extended period of time.
- Process bank collections as needed.
- Do press releases to radio stations and newspapers as needed.
- Maintain supplies in the office and order as needed.
- Be able to work with QuickBooks and CIC financial software.
- Be able to effectively and accurately do all check runs, e.g. vendor checks and payroll checks.
- Assist tax process clerk with destruction of files.
- Create or update reports or spreadsheets as needed for the Treasurer and Chief Deputy Treasurer.
- Prepare and submit monthly Treasurer Bills.
- Communicate/Problem Solve effectively with Software Provider (Fike & Fike)
- Communicate/Problem Solve effectively with banks regarding deposits and withdrawals for tax payers and taxing bodies.

- Communicate/Problem Solve effectively with credit card companies regarding collection.
- Effective Communicator both verbal and written.
- Know, understand and abide by statutes regarding investment of public funds.
- Know, understand and abide by current Property Tax Code.
- Construct graphic illustrations for collections, distributions, investments, general trends of county finances.
- General office duties of typing, phone inquiries, in office tax payer assistance.
- Understand operations regarding office management.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual.

Education and/or Work Experience Requirements:

- Two to three years practical experience in financial or banking environment, preferred.
- High School Diploma required. Associate's degree or higher level college attainment preferred; equivalent work experience will be considered.
- Exposure to accounting software is preferred.
- Must be able to operate office equipment and have experience with Microsoft office programs.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Ability to follow direction and work independently
- Team player with willingness to support departmental success

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires sitting (6-8 hrs), standing/walking (1-2hrs) and constant use of the hands and fingers for typing/keyboarding. This position may experience occasional stooping, crouching, bending, pushing, pulling, twisting, squatting, and climbing, reaching and grasping movements. Defined Light Work - May require exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Close visual acuity required to perform activity such as preparing and analyzing data and figures; viewing a computer terminal.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: