

Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Assessment Office to fill one or more vacancies in the following job classification.

Job Classification: Account Clerk IV
Location: LaSalle County Assessment Office

Department: LaSalle County Assessment Office
707 E. Etna Rd., Room 262
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 8:00am to 4:30pm Monday – Friday.

Wage: \$13.75 per hour

Position is: **Union**
See *Job Description* for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by 4:30pm July 13, 2018. Applications can be found on the [LaSalle County Website](#). You will need to complete the County application and return this to:

LaSalle County Assessment Office
Attention Abbie Krafft
707 E. Etna Rd., Room 262
Ottawa, IL 61350

LaSalle County

Job Description



Job title: Account Clerk IV

Work Location: 707 E. Etna Rd., Ottawa, IL. 61350

Division/Department: Assessment Office

Reports to: Deputy Supervisor of Assessments

Employment Classifications:

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

Salary Grade: 3

Current Employee holding position is:

Essential Duties and Responsibilities:

Performs a variety of responsible clerical work involving the processing and maintenance of departmental projects and records with minimal supervision. Has primary responsibility after Account Clerk III for assisting the public, other county offices or co-workers at the counter or on the phone regarding questions and concerns, in a positive and professional manner. Must be able to obtain information from the public and co-workers, analyze the problem, and provide appropriate explanations. This position class has primary responsibility for timely completion of real estate transfer declarations (all entries into Department of Revenue's RED1 program and PAMS complete by March 1 of year following current assessment year cycle). This position class also has primary responsibility for timely completion of all changes, additions and deletions of homestead and non-homestead exemptions prior to final adjournment of the Board of Review. (Prior to March 15)

- Performs advanced computer entry for Real Estate Tax Declaration processing and homestead and non-homestead exemptions.
- Must complete work in a timely fashion meeting all deadlines to keep the tax cycle on schedule.
- This includes preparation and mailing of forms, processing and data entry of returned forms, analysis of eligibility of exemptions, preparation of exemption related certificates of error etc.
- Duties also include monthly input of real estate transfer declaration data into MyDec and PAMS, producing reports involving sales and providing sales ratio information and reports.
- Responsible for completing office filing related to exemptions and correspondence
- Other functions include specific projects and tasks as assigned.
- This position would also require you to answer phones and wait on the counter.
- Perform related duties as assigned by supervisor
- Maintain compliance with all company policies and procedures

Education and/or Work Experience Requirements:

Advanced competency with computers, calculators, etc. Able to utilize Word, Excel and Power Point software with proficiency. An above average knowledge of statutory and assessment regulations, especially in the areas of homestead properties and real estate transfer declarations. Ability to maintain a positive attitude in negative situations. Average or above math and English language skills are required.

- High school graduation or equivalent.
- At least four years of experience in an office setting completing tasks of advanced difficulty with minimal assistance for new or unusual situations.
- Ability to follow direction and work independently
- Team player with willingness to support departmental success

Date Created: _____ Date Revised: _____ Approvals: _____

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.

Requires sitting (5-8 hrs), standing/walking (4-6hrs). This position experiences occasional bending, twisting, squatting, climbing and reaching movements. Defined Sedentary Work - May require lifting up to 20 pounds and carrying objects weighing up to 10 pounds.

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:

Date Created: _____ Date Revised: _____ Approvals: _____