

## **Job Posting: Notice of Vacancy**

La Salle County Nursing is hiring the following job classification.

**Classification:** Office Clerk / Reception

**Location:** La Salle County

**Department:** La Salle County Nursing Home

1380 N 27Th Road

Ottawa IL 61350

**Work Week:** Fulltime

**Hours of Work:** 7:30AM-4:00PM

See Job Description for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply in person; applications are also available at the Business office.

La Salle County Nursing Home  
Attn: Chris Csernus  
1380 N 27th Road  
Ottawa IL 61350  
P: 815.433.0476  
F: 815.434.7141  
Or email: [ccsernus@lasallecounty.org](mailto:ccsernus@lasallecounty.org)

# LaSalle County

## Job Description



**Job title: Clerk – Typist 2**

**Work Location: Nursing Home**

**Division/Department: Nursing Home / Administration**

**Reports to: Administrator**

**Employment Classifications:**

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

**Salary Grade: \_\_\_\_\_**

**Current Employee holding position is:**

\_\_\_\_\_

**Essential Duties and Responsibilities:**

**Responsible for performing clerical support for the Administrative staff and facility.**

- Represents the Nursing Home as a first point of contact to residents and visitors.
- Provides a friendly and positive atmosphere for staff, residents and visitors, answers routine inquiries and directs questions to appropriate staff person.
- Accountable for completing all clerical functions accurately and timely according to departmental guidelines and expectation. Inclusive of: correspondence, filing, payroll, mail distribution, supply ordering.
- Responsible for monitoring vendor and sales representatives on site, issuing name badges.
- Assists medical records clerk.
- Have a solid working knowledge computer systems and programs in use at the facility.
- Respond to internal and external phone calls, e-mails, comments and suggestions in a timely manner.
- Provide accurate information in regards to programs, activities, procedures and practices for both residents and employees.
- Works in coordination with all internal departments to support objectives of the Nursing Home.
- Orders, distributes and stocks nursing supplies in designated areas.
- Completes notary activities for County and Residents as required.
- Monitors office supplies to meet day-to-day operational effectiveness.
- Perform all job tasks within the rules and guidelines of the County's safety program.
- Performs any additional related tasks as required.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual.

**Education and/or Work Experience Requirements:**

- One year practical experience in a clerical position, preferred.
- High School Diploma required. Associate's degree preferred.
- Must be 21 years of age.
- Working knowledge of administrative practices, procedures and guidelines.
- Must be able to operate office equipment and have experience with Microsoft office programs.
- Must possess strong typing and 10-key calculator skills.
- Good verbal and written communication skills.
- Ability to follow direction and work independently

**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:**