

Darlene F Hook  
Whiteside County  
Treasurer / Collector  
200 East Knox Street  
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October 25, 2010

### Employment Opportunity

Applications are now being accepted for the position of Deputy Collector. This position is hourly Pay Grade 26 (\$10.05 - \$17.58). Hours worked are 35 hours a week / 70 hours per two week pay period. Applicants are subject to a background check.

#### Qualifications Preferred:

Minimum of high school graduate or equivalent required. One or more years of experience in the maintenance of financial records or an equivalent combination of training and experience which provides the required knowledge, skills and abilities of accounting procedures. Proficiency in typing, filing, calculator and arithmetic required. Must be able to relate well with the general public. Must be able to work under time pressures and constraints. Will require intermittent strenuous physical activity.

#### Primary Duties and Responsibilities:

Specific functions that may be performed (but not limited to) include -

- Receives, opens, sorts and processes mail; responds to inquiries from the public, both in person and via telephone
- Prepare and process real estate taxes (current year and forfeitures), mobile home privilege taxes(current year and delinquencies), drainage taxes and railroad taxes
- Handle cash receipts; balance receipts and prepare deposits
- Compile and send several monthly reports
- Balance cash drawer and bank statements
- Performs other related duties as assigned by the County Treasurer/Collector

Please direct applications to Darlene F Hook, Whiteside County Treasurer/Collector at the above address. Applications will be accepted through 4:30 p.m. on November 5, 2010.

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