

Morrison Courthouse
815-772-5188

SHEILA J. SCHIPPER
Circuit Clerk, Whiteside County
Fourteenth Judicial Circuit
MORRISON, IL 61270

Eastern Court Facility
815-535-4530

Employment Opportunity

October 26, 2010

FULL TIME POSITION: Deputy Circuit Clerk

Position Location: Whiteside County Circuit Clerk's Office in Morrison, IL

Pay Grade: 26

Hours: 35 hours per pay week/70 hours per pay period.

Qualifications:

Minimum of high school graduate or equivalent required.
Proficiency in computer skills, typing, filing, calculator and arithmetic.
Must be able to work under time pressures and constraints.
Will require some physical strenuous activity.

Primary Duties and Responsibilities:

Filing and pulling files for their respective court dates.
Receive, open, sort and process mail.
Respond to inquiries from the public both in person and via telephone.
Handle cash and cash receipts.
Perform other related duties as assigned by the Circuit Clerk.
Dedicated to accuracy, dependability, confidentiality, and conscientiousness.
Must be able to relate well with the general public.

Please direct application to Sheila J. Schipper, Circuit Clerk at 200 East Knox Street in Morrison, IL.

Applications will be accepted through 4:30 p.m. on Friday, November 12, 2010.

EOE