

OFFICE OF SUPERVISOR OF ASSESSMENTS

WHITESIDE COUNTY COURTHOUSE

200 East Knox Street, Morrison, IL 61270
Phone - 815-772-5195 FAX - 815-772-5252

rbrands@whiteside.org

November 5, 2010

Robin Brands
Supervisor of
Assessments

Employment Opportunity

Applications are now being accepted for the position of General Clerk. 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 also a part time position at 28 hours a week / 56 hours per two week pay period. Applicants are subject to a background check.

Mary Jo Tichler
Chief Deputy
815-772-5132

Qualifications Preferred:

Minimum of high school graduate or equivalent required
Proficiency in computer skills, filing, typing and other general office duties
Must be able to work under time pressures and constraints
Must be able to relate well with the general public
To be able to read legal descriptions would be a plus
Will require intermittent strenuous physical activity

Linda Jones
Map Technician
815-772-5255

Primary Duties and Responsibilities:

Filing

Computer entry

Respond to inquiries from the public both in person and via telephone

Perform other related duties as assigned by the Supervisor of Assessments

Dedicated to accuracy and dependability

Lauren Lee
GIS Coordinator
815-772-5185

Please direct applications to Robin Brands, Whiteside County Supervisor of Assessments at the above address. Applications will be accepted through 4:30 p.m. on November 19, 2010.

EOE