



COUNTY OF WHITESIDE

Whiteside County Courthouse ♦ 200 East Knox Street ♦ Morrison, Illinois 61270

Voice: 815 / 772 - 5100 ♦ Fax: 815 / 772 - 5252

www.whiteside.org

Joel Horn, County Administrator

jhorn@whiteside.org

Staff

Deborah Workman
Administrative Assistant

Lori Keppen
Executive Secretary

Joanne Musser
Computer Technician

November 12, 2010

PART TIME POSITION: Principal Clerk

Position Location: Whiteside County Administrators Office, Morrison, IL

Pay Grade: 26

Hours: 14 hours per pay week/28 hours per pay period.

Qualifications:

High school graduate or equivalent.

Proficient in computer skills, typing, filing, calculator and arithmetic.

Must be able to work under time pressures and constraints.

Primary Duties and Responsibilities:

Perform bookkeeping duties to include entering claim information, entering disbursement information, balancing accounts, maintaining cash receipts, preparing deposits and distributing checks.

Prepare departmental time sheets and assist in entering payroll data.

Answer the telephone, route calls, provide general information to the public, greet visitors and direct to appropriate personnel.

Maintain departmental files and computer documents.

Perform other related work as required.

A full job description is available in the County Administrators office.

Send applications to : Whiteside County Administrators Office
200 East Knox Street
Morrison, IL 61270

Closing date: 4:30 p.m. on Wednesday, November 24th, 2010

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