

## **SUSAN E. OTTENS**

Morrison Courthouse  
815-772-5188

Circuit Clerk, Whiteside County  
Fourteenth Judicial Circuit  
MORRISON, IL 61270  
815-772-5170

Eastern Court Facility  
815-535-4530

**May 11, 2016**

### **JOB OPENING**

**FULL TIME POSITION:** Deputy Circuit Clerk (non-exempt)

**Position Location:** Whiteside County Circuit Clerk's Office in **Sterling, IL.**

(position may be required to travel to Morrison on occasion)

**Pay Grade 26:** Starting @ \$11.40/hour

**Hours:** 35 hours per week; 8:30 AM-4:30 PM. (one hour unpaid lunch break)

**Will be required to submit to a background check.**

**May be required to submit to a drug test.**

#### **Qualifications:**

Minimum of high school graduate or equivalent required.

Proficiency in computer skills and programs, typing, filing, calculator and arithmetic.

Strong organizational skills and willingness to learn new things.

Must be able to **work under pressure and time constraints.**

Ability to lift 35 lbs. to waist.

Dedicated to accuracy, dependability, **confidentiality**, and conscientiousness.

Must be able to relate well with co-workers and the general public in a courteous and professional manner.

Bilingual in Spanish would be beneficial but not required.

#### **Primary Duties and Responsibilities:**

Filing court cases and documents, pulling files for their respective court dates.

Clerking in the courtroom.

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.

Please direct applications and resumes to **Susan E. Ottens, Circuit Clerk**, 200 East Knox St, Morrison, IL. **Applications will be accepted through 4:30 p.m. on Friday, June 3, 2016.**

(applications may be found online @ [www.whiteside.org](http://www.whiteside.org) or may be picked up at the County Administrator's office @ the Courthouse in Morrison, IL.

**EOE**