

Sue R. Costello

Morrison Courthouse
815-772-5188

Circuit Clerk, Whiteside County
Fourteenth Judicial Circuit
MORRISON, IL 61270

Eastern Court Facility
815-535-4530

March 29, 2019

JOB OPENING

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

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

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

Pay Grade 26: Starting @ \$11.86/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

Sue R. Costello, Circuit Clerk, 200 East Knox St, Morrison, IL.

Applications will be accepted through 4:30 p.m. on Monday, April 15, 2019.

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

EOE