

**Robin Brands
Supervisor of Assessments
Whiteside County
200 East Knox Street
Morrison, IL 61270
(815)772-5195**

PRINCIPAL CLERK POSITION AVAILABLE

Pay Grade 26: \$11.86/hr minimum

Hours: 70/pay period (2 weeks)

Benefits: Accumulated sick and vacation time, Insurance coverage, IMRF Pension

Job Summary: Filing
Computer data entry
Respond to inquiries from the public both in person and via telephone
Perform other related duties as assigned by the Supervisor of Assessments

Qualifications: Minimum of high school graduate or equivalent required
Minimum of two years office experience
Being able to read legal descriptions would be beneficial
Knowledge of Excel
Detail oriented, accurate, organized and dependable
Use of general office equipment-computer, keyboard, mouse, copy machine, scanner, fax machine
Must be able to work under time pressures and constraints
Must be able to relate well with the public
Will require intermittent strenuous physical activity
Be willing to attend classes to become a Certified Illinois Assessing Official
Subject to a background check

Applications (available at www.whiteside.org) accepted in person or by mail through July 12, 2019

EOE