

**Dawn M. Young
Recorder
Whiteside County
200 East Knox Street
Morrison IL 61270
815.772.5192
dyoung@whiteside.org**

September 2, 2009

Employment Opportunity Notice

Applications are now being accepted for the position of Deputy Recorder. This position is hourly Pay Grade 26 (\$10.05 - \$17.58). Hours worked are 56 per pay period (2 weeks). Applicants are subject to a background check.

Primary Duties and Responsibilities: Specific functions that may be performed include:

- Proofreads legal documents for accuracy; numbers and records documents; affixes revenue stamps; otherwise processes legal documents that are the responsibility of the County Recorder.
- Receives, opens, sorts and processes mail; responds to inquiries from the public, both in person and via telephone.
- Handles cash receipts; balances receipts and prepares deposits.
- Performs other related duties as assigned by the County Recorder.

Qualifications: Minimum of high school graduate or equivalent required. Significant clerical and records management experience of at least one year's duration required. Proficiency in typing, filing and arithmetic required. Must be able to accurately determine directional values (north, south, east and west). Must be able to lift a minimum of 30 lbs. over head.

(Special note: Due to office location, there are no windows visible in the work space.)

Please direct applications to the above name/address. Applications will be accepted through 4:30 P.M. on September 15, 2009.