

EMPLOYMENT OPPORTUNITY

Applications are now being accepted for the position of part time Deputy County Clerk. This position is hourly Pay Grade 26 (\$10.05 - \$17.58). Hours worked are 21 hours per week. Applicants are subject to a background check.

Qualifications: Minimum of high school graduate or equivalent required. Proficiency in typing, filing and arithmetic required. Must be able to relate well with the general public. Must have a good understanding of the geography of Whiteside County. Will require intermittent strenuous physical activity. Overtime will be required during elections.

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

- Issue Birth, Death and Marriage records.
- Process voter registration.
- Elections.
- Process delinquent real estate taxes.
- Handles cash receipts; balances receipts and prepares deposits.
- Performs other related duties as assigned by the County Clerk.

Please direct applications to Dana Nelson, Whiteside County Clerk, 200 E. Knox St., Morrison, IL 61270. Applications will be accepted through 4:30 P.M. on October 14, 2009.