

Dawn M. Young
Recorder, Whiteside County
200 East Knox Street
Morrison IL 61270
815.772.5192

DEPUTY RECORDER POSITION AVAILABLE

Pay Grade 26: \$11.86/hr minimum (negotiable with experience)

Hours: 60/pay period (2 weeks) Potential full time in 2020

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

Job Summary: Performs as assistant to the Recorder in the discharge of required duties relating to the office, including but not limited to;

- Receive, open, sort and process mail
- Respond to inquiries from the public in person, by telephone and email
- Compile data for various monthly reports
- Handle cash and cash receipts
- Process accounts and general ledger entries
- Computer data entry
- Prepare bank deposits
- Scan, copy and microfilm legal documents

Qualifications:

- Minimum of high school graduate or equivalent
- Minimum of two years office experience
- Proficiency regarding lengthy and complex legal descriptions and legal documents
- Detail oriented, accurate, organized and dependable
- Knowledge of general accounting procedures & proficient in math
- Use of general office equipment - computer, keyboard, mouse, copy machine, typewriter, calculator, fax machine, paper shredder and microfilm machine
- Must be able to lift up to 35 lbs over head
- Must be able to work in an environment with no windows
- A working comprehension of N-S-E-W relationships
- Must be able to sit for long periods of time looking into a computer screen
- Subject to a background check

Applications (available at www.whiteside.org) accepted in person or by mail through close of business, June 3, 2019.

EOE