

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

**February 20, 2020**

**PRINCIPAL CLERK POSITION AVAILABLE**

- Pay Grade 26: \$12.34/hour minimum (non-exempt)
- Hours: 70 hours/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 may be found online @ [www.whiteside.org](http://www.whiteside.org) or may be picked up at the County Administrator's office at the Courthouse in Morrison IL.)

Applications will be accepted through 4:30 p.m. on Friday, March 6, 2020.

EOE