

County of Whiteside

Whiteside County Courthouse * 200 East Knox Street * Morrison, Illinois 61270

Administration Telephone: 815-772-5100 Fax: 815-772-5252
Information Technology Telephone 815-772-5101 Fax: 815-772-5198

www.whiteside.org

Full Time Position: Applications are now being accepted for a full time position that entails working for two departments. The Administration position (Principal Clerk) requires 14 hours a week/28 hours per two week pay period. The Information Technology Department (Office Manager) requires 21 hours a week/42 hours a pay period for a total of 70 hours a pay period.

Pay Grade is 6

Qualifications:

High school graduate or equivalent.
Proficient in computer skills, typing, and filing.
Experience with Accounts Payable and Payroll a plus.
Able to work with minimal supervision.
Dedicated to accuracy and dependability.

Primary Duties and Responsibilities

Prepare payment of all invoices and all related reports.
Enter payroll data, then prepare pay checks/stubs and related reports.
Answer, screen and route telephone calls.
Order office supplies and equipment.
Maintain schedule of vehicle reservations.
Gather and distribute daily mail.
Track inventory.
Prepare bids.
Other general office duties.

Please direct applications to:

Whiteside County Administrators Office	and	Information Technology Director
200 East Knox Street		200 East Knox Street
Morrison, IL 61270		Morrison, IL 61270

jhorn@whiteside.org

jmaas@whiteside.org

Applications will be accepted through 4:30 P.M. on 4/23/2021

EOE