



JERSEY COUNTY CLERK'S OFFICE

JOB OPENING

DEPUTY COUNTY CLERK

RESPONSIBILITIES INCLUDE:

- Maintaining a Voter Registration Database in accordance with the National Voter Registration Act (NVRA) and in cooperation with the Illinois State Board of Elections.
- Other election management duties.
- Maintaining vital records including birth, death, and marriage records using a custom software program.
- Assisting constituents in person, by phone, and online with various records requests, and handling the receipt of funds for those services.
- Working with various custom software applications handling a variety of records relating to receipting, notary commissions, assumed name certificates, property tax redemption, and more.

WORK SCHEDULE: Monday through Friday, 8:00AM to 4:00PM. Some overtime related to elections is required.

SALARY: \$21.13 per hour

THE IDEAL CANDIDATE will enjoy dealing with and serving the public. General experience with computer technology and a willingness to learn custom software applications is a must.

TO APPLY OR INQUIRE, email a resume and cover letter by Wednesday, December 1st, to: pwarford@jerseycounty-il.gov