

NOTICE OF VACANCY

Position: Office Clerk - Union
Wage: \$14.25
Hours: Monday through Friday 8:00am to 4:30pm
Duties: Include but are not limited to:

- Vital Records
- Ethics
- Vote by Mail
- Assisting with Election Processes

Department: La Salle County Clerk's Office
707 E. Etna Rd. Room 161
Ottawa, IL 61350

To apply: Go to: <https://lasallecountyil.gov/>

- How Do I
- Employment opportunities
- Online or PDF application

Or Stop in the office for a paper application

LaSalle County

Job Description



Job title: Office Clerk

Work Location: Governmental Complex

Division/Department: County Clerk's Office

Reports to: County Clerk

Employment Classifications:

Full-time Part-time
 Exempt Nonexempt
 Salaried Hourly
 Bargaining Unit

Salary Grade: _____

Current Employee holding position is:

Essential Duties and Responsibilities:

1. Answers public inquiries as to Birth, Death and Marriage Certificates, Notaries, Assumed Names and all customer related information inquiries. Issues certified copies of vital records documents as well as any other documents requested.
2. Assists the public in the preparation of vital records applications, computes appropriate fees, collects fees and issues receipts
3. Assists the public regarding corrected or delayed records of birth in accordance with statute.
4. Issues Marriage Licenses, prepares documentation, computes appropriate fees and issues receipts.
5. Responsible for the main telephone line into the office; directs calls to proper employee and/or County Clerk, if person unavailable responsible for obtaining information needed to return call; answers telephone inquiries from the public.
6. Updates Vital Records – Birth files for changes and corrections.
7. Responsible for mailing to each governmental entity a request to provide to the County Clerk the names and addresses of each individual required to file a statement of economic interest.
8. Responsible for mailing a statement of economic interest to each individual required to do so as indicated by the local entity. Maintain a file of those completed statements of economic interest electronically and hard copy.
9. Provide copies and/or verifications as requested of statement of economic interest filings.
10. If individual does not return completed statement of economic interest in a timely fashion responsible for mailing second and third notices as needed. The third notice being sent via certified mail. If individual files after May 1st assess the appropriate penalty. If individual fails to file by June 1st provide the State's Attorney with a list of those individuals.
11. Upon receipt of Vote By Mail ballot application from voter, responsible on a daily basis(which includes shall include select Saturdays during the Vote By Mail period), for preparing appropriate ballot and absentee information for mailing to voter and maintaining a hard copy file as well as posting absentee information to voter's record in voter registration files.
12. Upon receipt of Vote By Mail ballot from voter post information to voter's record in voter registration file. Place voted ballot in carrier envelope with the voter's application, seal and deposit in Vote By Mail ballot box.
13. Responsible for stamping, recording, processing receipts and distribution of office mail.
14. Responsible for Notary Public notifications and mailing of Notary Certificates to applicants upon receipt of payment. Also responsible for maintaining records of Notaries.
15. Assists with in person voters.
16. Assists with voter registration as needed; processing registrations, change of addresses, in activations, name changes, deletions, digitizing of signatures, labeling and filing registration cards.
17. Assists in the sorting, preparation and distribution of supplies for Election Day.
18. Assists in the collection and return of election supplies on Election Night.
19. Assists with reporting election results and answering inquiries on Election Night.
20. Assists in the cleanup process on Election Night and the day following elections.
21. Performs all County Clerk related and election related duties as required or assigned.
22. May require night, holiday and weekend hours.
23. May require travel to perform duties.

- 24. May be required to drive U-Hauls for election purposes, which includes pick up and return of vehicles.
- 25. May be required to assist at a regional reporting site on Election Night.
- 26. Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual

Education and/or Work Experience Requirements:

- High School Diploma required.
- Practical experience in a business office or municipal office setting, preferred.
- Must be capable of using specific business programs with appropriate training.
- Capable of working independently on multiple assigned tasks/projects and complete assignments within specified deadlines.
- Must be able to operate office equipment.
- Demonstrate good verbal and written communication skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires sitting (5-8 hrs), standing/walking (1-3 hrs) and may experience occasional standing, walking, stooping, kneeling, reaching, lifting, and Repetitive motion - use of the wrists, hands and fingers.

Defined Light Work - May require exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Close visual acuity required to perform activity such as preparing and analyzing data and figures; viewing a computer terminal.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most activities are performed indoors in an office setting. While performing the duties of this position, The employee is subject to both environmental conditions; activities occur inside and outside. While performing the duties of this position, the employee is subject to normal consistent temperatures on a regular basis; outdoor work may experience a change in temperature. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: