



JOB POSTING

Posting Open: 2/16/2021

Closed: 3/2/2021

Department: County Clerk's Office

Union: AFSCME 2025A

Job Classification: Deputy Clerk II

JOB CLASSIFICATIONS:

Grade: 16

Salary: \$15.11/hr.

Hours: 40 hours per week

We are not accepting hand delivered applications, please submit resume and completed application to:

Rock Island County Clerk
PO Box 3577
Rock Island, IL 61204-3577

Or email to kkinney@ricountyclerk.org

Application can be found online at <http://www.rockislandcounty.org/jobs/>

ROCK ISLAND COUNTY

CLASSIFICATION SPECIFICATION GRADE 16

TITLE: DEPUTY CLERK II

Characteristics of the Class: Under general supervision performs responsible specialized clerical work relating to an administrative County function. Incumbent may be assigned to Circuit Clerk's Office, County Clerk's Office, Recorder's Office, Treasurer's Office, or any other court related office. Work involves independence in the performance of duties, discretion and judgment in making work decisions that require knowledge of laws and procedures applicable to the area of assignment; contact with county officials and the public in providing technical information from records on procedures, laws and policies. The employee receives continuing or individual assignments by the supervisor generally indicating work to be done, limitation, quality and quantity expected, deadlines and priority of assignments. Performs other work as requested.

Examples of Essential Function:

- Issues certified copies of birth certificates; types corrections as needed; organizes and inputs related data; makes necessary changes.
- Handles daily Marriage License Applications; issues marriage licenses; issues certified copies of marriage licenses; copies and files related documentation.
- Issues certified copies of death certificates.
- Issues receipts, sorts and delivers mail; answers all incoming and outgoing mail, answers telephone.
- Uses the optical scanning system to scan in marriage license and related documentation.
- Assists in voter registration, petitions, campaigns, absentee ballot process. Responds to questions and/or any problems related to the election process.
- Registers voters and processes change of address for voters in the County. Processes all new voters and changes of names of voters in the County.
- Prepares and edits the election judges; instruction manual for Rock Island County election judges.
- Gives instructions to deputy registrars.
- Prepares and/or packs all supplies and ballots for precincts on election day.
- Sends out new voter cards, stuffs all cards, watches all pre-prints when being printed, puts together in a book style all the pre-prints of 120 precincts.

Minimum Requirements:

A. Training and Experience

High school diploma, GED or equivalent certificate of competency, supplemented by business college level courses in law; by three years experience in general clerical work

or two years of experience in a court- related environment; satisfactory security and background check; or an equivalent combination of training and experience.

B. Knowledge, Abilities and Skills

- Knowledge of court procedures, policies and practices in the court of assignment.
- Knowledge of the operations, functions and scope of authority of the court or activity to which assigned.
- Knowledge of legal and administrative terminology and/or procedures.
- Knowledge of policies, practices and procedures of modern office techniques, filing and record keeping.
- Ability to understand and follow oral and written instructions.
- Ability to make work decisions in accordance with laws, regulations and departmental policies and procedures.
- Ability to maintain a variety of complex records.
- Ability to prepare reports from records.
- Ability to establish and maintain productive working relationships with co-workers, court officials and the public.
- Ability to communicate effectively in writing and orally.
- Ability to respond to inquires in a tactful and courteous manner.
- Skill in the use of modern office equipment such as telephone, facsimile, typewriter, copier, calculator, tape recorder, cash register, micro-film reader/printer, computer terminal and printer.

Physical and Requirements: Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Environmental Requirements: Task is regularly performed without exposure to adverse environmental conditions.

Sensory Requirements: Task requires visual perception and discrimination. Task requires oral communications ability.