



Nancy Schultz Voots

W I L L C O U N T Y C L E R K

Will County Clerk's Office • 302 N. Chicago Street • Joliet, Illinois 60432
815 • 740 • 4615 • Fax: 815 • 740 • 4699
Website: www.thewillcountyclerk.com • E-mail: coclrc@willcountyillinois.com

Job Title: Deputy County Clerk – Delinquent Tax Department
Date: September 3, 2010
Salary: \$22,065 to \$51,057 (B5-F3)

Description of Duties:

Position entails preparing deeds, sales in error, balancing the daily receipts when required, processing delinquent tax payments, bookkeeping and processing bankruptcies. Other responsibilities include answering phones, posting subsequent taxes & extensions, take notices, checking delinquent and current taxes, signing plats, accepting and posting petition for deed charges, accepting budgets and levies and other related documents and updating all files, while maintaining office policy of friendly, accurate and efficient service. Front counter duties consists of vital records, recording notaries, certificate of authority, issue marriage licenses, voter registration, ownership of business and grace period/early/absentee voting. Assist in election preparation including logic and accuracy testing of election equipment. Perform any and all other duties as assigned by the County Clerk.

Special Skills or Qualifications:

- Excellent computer skills in the Windows & Microsoft Office environment
- General Accounting Skills, QuickBooks background and previous cash handling experience
- Office troubleshooting of network and PC issues a plus
- Ability to work well under pressure in a multi-tasking environment with high call volumes in peak periods
- Excellent proofing and analytical skills
- Outgoing personality with the ability to respond to public inquiries in a professional and courteous manner
- Self starter with the ability to contribute new and creative methods to improve efficiency
- Strong planning, organizing and communication skills
- Evening and weekend hours mandatory at election time
- Professional dress code required
- Ability to lift or carry up to 30 lbs. and stand for period of time as specific job requires
- Will County resident

Interested applicants send resume to: Nancy Schultz Voots, Will County Clerk

APPLICATIONS ACCEPTED UNTIL SEPTEMBER 13, 2010