

## VACANCY OPENING

- Job Classification: Clerk, Adams County Clerk/Recorder's Office
- #Openings: One
- Rate of Pay: \$12.80 per hour, depending on years of service
- Environment: Employee shall work as a clerk in the County Clerk's office that is located in the Adams County Courthouse. The Clerk's office is responsible for many of the functions of the County Government including but not limited to accounts payable, elections, vital statistics, payroll, tax extensions for over 105 tax districts and redemption of delinquent taxes. The office relies heavily on computer-based databases, networks and software. The employee will handle large amounts of cash, checks and other payments.
- Duties: Specific duties include, but are not limited to, the following:
- General office functions, such as answering the phone, filing records and operating all office equipment
  - Record, reconcile and document financial transactions.
  - Learn Vital Statistics State Statutes as needed for proper understanding of job function and requirements.
  - Supply vital statistics information and documentation to the general public and various agencies as needed.
  - Other similar tasks as assigned including back-up for positions in the County Clerk's office.
- Qualifications: Required:
- High School Graduate
  - Ability to type at minimum of 20 words per minute
  - Knowledge and experience with computer hardware and software including Microsoft Office (Word, Excel and Outlook)
  - Knowledge of basic accounting processes
  - Must pass a background check
- Desired:
- Post-high school education in accounting or business
  - Experience with double-entry accounting and government accounting
- Bidding: Bidding closes at 4:30 PM on Tuesday, September 17, 2019.  
Employee Application: <http://www.co.adams.il.us/EmploymentApplication.pdf>
- To apply, submit resume and completed Employee Application to:  
Adams County Clerk/Recorder  
507 Vermont St, Ste G02  
Quincy, IL 62301
- Or Email to: [countyclerk@co.adams.il.us](mailto:countyclerk@co.adams.il.us)



Chuck Venvertloh  
Adams County Clerk/Recorder