



MONROE COUNTY EMPLOYMENT OPPORTUNITY

For a copy of the Monroe County Employment Application and more information regarding benefits included, please visit the Monroe County website:
<http://monroecountyil.gov/departments/human-resources/>

Job Title: Clerk
Department: Treasurer
Reports to: Treasurer, Kevin Koenigstein
Location: Courthouse
Starting Salary: \$15.00
Hours of Work: 8:00a to 4:30p, Monday - Friday
Closing Date: February 15, 2019

QUALIFICATIONS:

- Be computer literate including Microsoft Word, Excel, Outlook and Window OS.
- Be trustworthy and responsible with Monroe County taxpayer issues.
- Have excellent communication skills both orally and written.
- Must be able to multi-task and work in a fast-paced environment during tax season.
- Have excellent customer service skills.
- Be able to learn and navigate the tax collection program.
- Be responsible for the day to day collection of real estate taxes.
- Be able to balance and reconcile tax collection payments from electronic funds, personal checks, credit cards, and cash.
- Be able to learn and follow the Illinois Property Tax Code.
- Experience with office equipment and ten-key calculators.

DUTIES AND RESPONSIBILITIES:

- Applicants should have multi-year office experience in one or more of the following: accounts receivable, accounting, banking and/or real estate transactions. A high school diploma is required, but additional education and work experience is preferred.

Qualified individuals please submit resume and applications to:

Mailing Address: Monroe County Courthouse
Attn: Human Resources
100 S. Main Street
Waterloo, IL 62298

Email: hr@monroecountyil.gov