



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: Mapping Clerk
Department: Mapping & Platting
Reports to: Michael Fausz
Location: Courthouse
Starting Salary: \$15.00
Hours of Work: 8:00 am to 4:30 pm
Closing Date: 4/1/2019

QUALIFICATIONS:

- Pleasant personality. Knowledge of Microsoft word and excel. Ability to read legal descriptions. Knowledge of Autocad or ArcMap a plus.

DUTIES AND RESPONSIBILITIES:

- Customer relations with people coming to office. Review deeds for compliance with State and Local regulations. Draw maps on computer using autocad and/or GIS. Scan and reproduce maps and plats on plotter.

Qualified individuals please submit resume and applications to:

Mailing Address: Monroe County Courthouse
Attn: Mapping & Platting
100 S. Main Street
Waterloo, IL 62298

Email: mapping@monroecountyil.gov