

POSITION AVAILABLE

DEPUTY FOR DOUGLAS COUNTY CLERK

An application can be accessed on the County Clerk's page of the Douglas County website: www.douglascountylil.gov or can be requested by calling the Douglas County Clerk & Recorder at 217-253-2442. Completed applications along with a resume attached should be returned to Judi Pollock, Douglas County Clerk & Recorder, P.O. Box 467, Tuscola, IL 61953.

Position Requirements: Tax Extension, Tax Redemption, and weekly/monthly financial processes along with general knowledge of office procedures. Applicants must possess the ability to multi-task in a diverse office environment along with knowledge of Word, Excel, and be proficient in mathematical skills. The position will also require applicants to work independently and possess the willingness to cross train in other office functions. These duties will include vital records, recording, knowledge of County Board processes and procedures along with election processes.

Judi Pollock
Douglas County Clerk

DOUGLAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER