



## CAREER OPPORTUNITY

**Job Title:** Clerk II / Declarations and Exemptions  
**Department:** Chief County Assessment  
**Reports To:** Chief Deputy Chief County Assessment  
**Location:** 157 N. Main St., Ste 229 Edwardsville, IL 62025  
**Starting Salary:** Madison County AFSCME Pay Step Plan Grade 4- \$16.72/hr  
**Hours of Work:** Monday – Friday, 8:30 a.m. - 4:30 p.m.  
**Closing Date:** March 14, 2018

### MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

- A high school diploma or equivalent and zero to six (6) months related experience are required.
- Madison County, IL residency requirements must be met within 6 months of hire

### EXAMPLES OF DUTIES AND RESPONSIBILITIES

- completes transfer of property cards for all parcels located within the County; transfers pertinent information such as ownership names, sale prices, etc; copies for files and submits copy to data entry operator
- completes and makes copies of Declaration Sheets, sends copies to State of Illinois, County Treasurer's office and Local Township Assessor's offices
- processes Homestead Improvement Exemptions General Homestead Exemptions and/or state/local exempt properties; prepares applications, determines eligibility, and assures that the correct information is entered into the system
- maintains accurate records of those entitled to exemptions
- performs telephone and front counter duties; receives and refers customer inquiries, requests, checks and verifies discrepancies, obtains and provides information and implements appropriate corrective procedures
- performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

### Qualified individuals please submit applications to:

Joseph Dauderman- Madison County Chief County Assessment, 155 N. Main St, Ste 229, Edwardsville, IL 62025

Visit <http://www.co.madison.il.us/jobs> for application and full posting.