



CAREER OPPORTUNITY

Job Title: Clerk I
Department: Madison County Community Development-Energy Assistance
Reports To: Program Coordinator and/or Planner
Location: 130 Hillsboro Avenue, Edwardsville, IL 62025
Starting Salary: Madison County AFSCME-Pay Step Plan Grade 2- \$14.84/hr
Hours of Work: Monday – Friday, 8:30 a.m. - 4:30 p.m.
Closing Date: September 12, 2017

QUALIFICATIONS

- Education: High School diploma or equivalent
- Experience: 0-6 months experience
- Ability to multi-task is preferred
- Good communication skills (written, verbal, phone) is preferred
- Strong computer skills is preferred
- Madison County, IL residency requirements must be met within 6 months of hire

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- answers and screens incoming calls
- receives and directs visitors
- disseminates pamphlets, forms, non-technical information
- processes incoming and outgoing mail
- types forms, letters, memoranda, reports and other materials
- maintains files for department
- operates duplicating machine as needed
- fills in for part-time clerk: hand delivers legal notices to newspapers and photographs demolition sites
- performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

Qualified individuals please submit applications to:

Sharon Trettenero- 130 Hillsboro, Edwardsville, IL 62025 or Jobs@co.madison.il.us

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