



CAREER OPPORTUNITY

Job Title: Communications Clerk AFSCME (Grade 4)
Department: Administrative Services
Reports To: Director of Purchasing
Location: 157 N. Main Street, Edwardsville, IL 62025 Suite 59
Starting Salary: Hourly Rate \$16.72
Hours of Work: Monday – Friday, 8:30 a.m. - 4:30 p.m.
Closing Date: August 13, 2018

QUALIFICATIONS

- Education: A high school diploma or equivalent
- Experience: two (2) years experience
- Madison County, IL residency requirements must be met within 6 months of hire

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Answers and processes inquiries, questions, complaints, etc, related to County and Court business; answers and/or relays caller to appropriate department
- serves as information desk receptionist - responds to citizen inquiries, questions, concerning County business and/or Court sessions; directs public to appropriate County department, office or Courtroom
- memorizes names, locations, extensions, and other pertinent information of all personnel and departments involved with and related to County and Court business
- contacts service representative in case of equipment breakdown
- fills office supply orders
- solicits quotes and places orders for inventory items
- maintains store room inventory, checks incoming supplies for store room, enters into the computer system by coded numbers
- prepares in house invoices for submission to Auditor
- performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

Qualified individuals please submit resume and applications to:

Contact Linda Ogden- Email: lkogden@co.madison.il.us

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