



CAREER OPPORTUNITY

Job Title: Clerk I-Vital Records
Department: County Clerk
Reports To: County Clerk
Location: 157 North Main St. Suite 109, Edwardsville, IL 62025
Starting Salary: Madison County AFSCME Pay Step Plan Grade 2- \$15.51/hr
Hours of Work: Monday – Friday, 8:30 a.m. - 4:30 p.m.
Closing Date: March 15, 2019

QUALIFICATIONS

- 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

- receives requests for and processes birth, death, marriage and naturalization records; involves typing, filing, certifying and amending records as well as receiving cash
- prepares correspondence associated with vital records as well as produces a monthly vital statistics report
- issues and types correspondence for notary commission
- assists with receiving and referring telephone calls and processing mail
- assists with voter registration, absentee voting and elections as necessary
- performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above

Qualified individuals please submit applications to:

Debra Ming-Mendoza – County Clerk, 157 N. Main St. Ste 109, Edwardsville, IL 62025 or vljones@co.madison.il.us

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