



CAREER OPPORTUNITY

Job Title: Clerk I
Department: Recorder's Office
Reports To: Chief Deputy
Location: 157 N. Main Street, Ste. 211, Edwardsville, IL 62025
Starting Salary: Madison County AFSCME Pay Step Plan Grade 2- \$15.18/hr
Hours of Work: Monday – Friday, 8:30 a.m. - 4:30 p.m.
Closing Date: August 20, 2018

QUALIFICATIONS

- High school diploma or zero-six months related work experience required.
- Madison County, IL residency requirements must be met within 6 months of hire

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Responds to customer inquiries over the phone and/or at the front counter
- Enters document information including document number, number of pages, type of document, amount, method of payment, etc. into computer; verifies information entered.
- Verifies accuracy of documents brought into office
- Indexes miscellaneous documents brought into office
- Performs various data entry duties as needed
- Assists on other departmental projects and performs other duties as assigned or required which are reasonable within the scope of the duties enumerated above

Qualified individuals please submit resume and applications to:

Contact Polly Curtin- P.O. Box 308, Edwardsville, IL 62025 or via Email: plcurtin@co.madison.il.us

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