

Robin L. Brunschon
DeKalb County Chief County Assessment Officer



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DeKalb County Supervisor of Assessment Officer/Administrative Clerk C

POSITION SUMMARY

Under general supervision; coordinates and performs full clerical, general office duties, customer service and performs other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Maintains records and files according to an established system.
- Receives monies by mail or over the counter; writes receipts, prepares monies for deposit.
- Performs various clerical duties, e.g. (utilizing standard office equipment, to include: taking incoming calls, emails, taking and transmitting messages, maintaining calendars, making photocopies, performing data entry, faxing documents, typing, and word processing)
- Performs related duties as required or assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Knowledge of:

- Department operations, policies and procedures
- Business English, spelling, grammar and punctuation

Skill in:

- Various office equipment; copier, facsimile and scanning devices
- Microsoft Office software; Outlook, Word and Excel
- Verbal and/or written communications

Ability to:

- Establish and maintain effective working relationships in the department as well as with other departments and others.
- Communicate and use interpersonal skills to interact with coworkers, supervisors, the general public, etc. to sufficiently exchange or convey information and to receive work direction
- Recognize problems, identify alternative solutions and make appropriate recommendations
- Manage projects and multiple priorities simultaneously and prioritize work flow when needed
- Interpret and apply policies, procedures and guidelines

- Maintain filing systems
- Write and edit documents
- Maintain confidentiality
- Manage calendars

EDUCATION and/or EXPERIENCE

Two years of office experience providing a high volume of clerical support, organization and public contact or an equivalent combination of training and experience.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

STARTING SALARY OF \$12.15 PER/HOUR/ CAN BE NEGOTIATED DUE TO EXPERIENCE

THIS IS A PART-TIME AFSCME POSITION. (29 HOURS PER WEEK).

This position also includes retirement benefits in IMRF.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Administrative Clerk C position and I certify that I can perform these functions.

Employee Signature

Employee Name (Printed)

Date 08-15-2017

*Management has the right to add or change these duties of the position at any time.

Please send a completed DeKalb County employment application, available at www.dekalbcounty.org and resume and the above signed form to:

Robin L. Brunshon, DeKalb County Supervisor of Assessments, 110 E. Sycamore St. Sycamore, IL. 60178
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