

NOTICE OF VACANCY

LaSalle County Treasurer - Clerk 2 Position

The LaSalle County Treasurer's Office has an opening for the position of Clerk 2. This is a full-time union position which includes a benefits package. Work hours are Monday-Friday, 8:00 a.m.-4:30 p.m.

Starting salary rate of pay is \$12.75 per hour with an additional \$0.50 per hour after successfully completing the terms of probation. The county also offers health insurance and twelve holidays per year.

Clerk 2 position incorporates all aspects of the tax collection process. It also requires a person who excels at multi-tasking throughout the workday.

Minimum education: High School diploma is required. Banking and/or accounting experience is preferred.

Minimum work experience: Two to three years preferred experience with working with the public in a financial or banking background. Experience with Microsoft Office is required.

Applications are available at www.lasallecounty.org/employment.

Deadline to submit applications: Open until position filled

Interested persons should apply by completing a county employment application and return it along with a resume to:

Jim Spelich, LaSalle County Treasurer
707 E. Etna Rd.
P.O. Box 1560
Ottawa, IL 61350

LaSalle County reserves the right to modify, interpret, or apply the job description in any way the County desires. The job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

The job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. The job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with the job description, the collective bargaining agreement shall supersede and/or modify the job description.