

NOTICE OF VACANCY
LaSalle County Treasurer - Clerk 1/Teller Position

The LaSalle County Treasurer's Office has an opening for the position of Clerk 1/Teller. 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 \$11.75 per hour with an additional \$0.50 per hour after 6 months probationary period is completed. The county also offers health insurance and twelve holidays per year.

Please see the attached job description for details about the position.

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

Deadline to submit applications: March 20, 2020.

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

Job Description



Job title: Clerk 1/ Teller

Work Location: LC Governmental Complex

Division/Department: Treasurer's Office

Reports to: LaSalle County Treasurer and/or Deputy Treasurer

Employment Classifications:

- Full-time Part-time
 Exempt Nonexempt
 Salaried Hourly
 Bargaining Unit

Salary Grade: 1

Current Employee holding position is:

Essential Duties and Responsibilities:

Accountable for the collection and distribution of seasonal property taxes to public entities.

Clerk 1/Teller responsibilities will include but not limited to:

- Assistant to the Head Teller.
- Gain experience and understanding of the daily accounting procedures.
- Learn and be capable and willing to do the tasks of the Chief Deputy Treasurer as needed in her absence, including processing payroll, payroll taxes and ACH deposits.
- Know, understand and be able to collect and process Real Estate & Mobile Home Tax Payments from the mail, drop box, web and in office.
- Balance payments with the batch printout. Return incorrect payments with a letter of explanation.
- Process over/short payments.
- Process cash, check and credit card payments at the counter and be able to calculate change.
- Balance cash drawer with balance sheet of detailed batch payments.
- In the absence of Accounting Clerk 1, balance all processed batches and payments to a daily balance sheet, send collector deposit of cash and checks to bank.
- Process bank collections for tax payments by sorting envelopes, balancing deposit tickets to payment coupons. Check online banking for discrepancies.
- Process Subsequent tax payments from tax buyers.
- Help customers with Autoagent issues and questions.

- In the absence of the Head Teller, process all deposits from County Offices into CIC accounting program, which includes knowledge of accounting fund numbers, printing receipts to distribute to offices, balancing cash and checks with daily report, making a bank deposit of daily funds and submitting final reports to Chief Deputy Treasurer and Auditors Office.
- Manage and maintain an Excel spreadsheet for all taxing entities banking and contact information for distribution of taxes and interest.
- Check online collector bank balances with QuickBooks balance prior to processing a distribution. Have the knowledge to set up a bank batch for distribution of tax monies.
- Mail printed distribution notices to entities.
- Request Certificate of Deposits/CDAR bids from banks for Investment of public funds and notify banks of results.
- Manage and maintain an Excel spreadsheet of collateral for investments and monthly bank statements.
- Maintain an Excel spreadsheet of the daily fund balances.
- Create and update monthly Public Safety Chart when amount is received from State of Illinois.
- Communicate and create with the Treasurer/Deputy Treasurer and printer the setting up and approving of changes for the Real Estate Tax Bills and inserts.

Date Created: _____ Date Revised: _____ Approvals: _____

- Create and update exemption information with Assessment Office for annual Tax payer information pamphlet and website information.
- Computer sort and set-up of delinquent file to newspaper for publication.
- Enter Tax Buyer's banking information from application sheet and process dollar amount of each Tax Buyer's purchase at annual Tax Sale for an ACH bank withdrawal.
- Notify each tax buyer through email their list of purchases and dollar amount and date of their purchase withdrawal from their bank account.
- Maintain and update an Excel spreadsheet of all uncashed vendor and collector checks, unclaimed probate and returned refund checks. Three months prior to end of fiscal year letters are sent out to all names on list that is to be turned over to state. Final list is compiled and submitted with a check to State of Illinois Unclaimed money division.
- Create a bank template of Funeral homes banking information for cremation charges.
- Process ACH payment of name of deceased person into proper Funeral Home for coroner cremation fee, print report and submit to Coroners' office.
- Respond to all FOIA requests.
- Respond to all requests for final distribution sheets to outside auditors and entities.
- Assist Deputy Treasurer with monthly E-911 bills and mileage checks.
- Communicate/problem solve effectively with software provider (Fike & Fike).
- Communicate/problem solve effectively with credit card companies regarding collections.
- Communicate/problem solve with co-workers and share responsibilities in answering phone and helping the public who come into the office.
- Know, understand and abide statutes regarding investment of funds.
- Know, understand and abide by current Property Tax Code.
- Learn and be capable of doing all Office Clerical operations as needed including but not limited to using an adding machine and cash counter.
- Understand operations regarding office management and assist the Treasurer and Deputy Treasurer as needed.
- Be able to work with QuickBooks and CIC financial software.

Education and/or Work Experience Requirements:

- Two to three years practical experience in financial or banking environment, preferred.
- High School Diploma required. Associate's degree or higher level college attainment preferred; equivalent work experience will be considered.
- Exposure to accounting software is preferred.
- Must be able to operate office equipment and have experience with Microsoft office programs.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Ability to follow direction and work independently
- Team player with willingness to support departmental success

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires sitting (5-8 hrs), standing/walking (4-6hrs). This position experiences occasional bending, twisting, squatting, climbing and reaching movements. Defined as Sedentary Work - May require lifting up to 20 pounds and carrying objects weighing up to 10 pounds. Occasional manipulation of boxes and containers including lifting/stacking of not more than 50 pounds.

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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This 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 aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This 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. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: