



**Nancy J. Boose**  
Human Resources Director  
Vermilion County Board

County Administration Building      201 N. Vermilion      Danville, IL 61832  
Phone: (217) 554-6005      Fax: (217) 554-6010      e-mail: [njboose@vercounty.org](mailto:njboose@vercounty.org)

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# **NOTICE OF JOB VACANCY**

**DATE:**      March 6, 2019

**POSITION:**      *Teller*

**DEPARTMENT:**      Treasurer's Office

**TERMS OF EMPLOYMENT:** Part-time, Temporary

**BASIC FUNCTION:**      Receives and pays out money, keeps records of money and negotiable instruments involved in financial transactions during tax collection season.

**DESIRED REQUIREMENTS:**      High school diploma or GED and three months other related experience; or equivalent knowledge, skill and abilities.

**TESTING REQUIRED:**      None at this time

**STARTING SALARY RANGE:**      \$ 10.00/hr

**APPLICATION PERIOD:**      March 6 - 12, 2019 ( Internal )  
March 13, 2019 until position filled ( External )

**METHOD OF APPLICATION:**      Apply in person or send resume and application to:

Human Resources Director  
Vermilion County Board Office  
201 N. Vermilion Street, 2<sup>nd</sup> Floor  
Danville, IL 61832  
[njboose@vercounty.org](mailto:njboose@vercounty.org)

Application available at [www.vercounty.org](http://www.vercounty.org)

EEOP Utilization Report available for public viewing at [www.vercounty.org](http://www.vercounty.org)

AA/EEO

## **Vermilion County Job Description**

**Job Title:** Teller  
**Department:** Treasurer  
**Reports To:** Chief Deputy/Office Manager  
**Status:** Seasonal, Part-time  
**Prepared By:** Treasurer  
**Approved Date:** March 26, 2018

### **SUMMARY**

Receives and pays out money, and keeps records of money and negotiable instruments involved in financial transactions by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Receives checks and cash for deposit, verifies amount, and examines checks for endorsements.

Enters customers' transactions into computer software to record transactions, and issues computer generated receipts and/or stamps the bill paid.

Balances currency, coin, and checks in cash drawer at end of shift and compares totaled amounts with data displayed on computer screen.

Answers telephone when there are no customers at the counter.

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Ability to navigate computer software and possesses basic computer knowledge.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

**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.

The noise level in the work environment is usually quiet to moderate.