



**Nancy J. Boose, SHRM-SCP**  
Human Resources Director  
Vermilion County Board

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# **NOTICE OF JOB VACANCY**

**DATE:** April 10, 2024

**POSITION:** *Administrative Assistant*

**DEPARTMENT:** County Clerk's Office

**TERMS OF EMPLOYMENT:** Full-time

**BASIC FUNCTION:** Under general direction of the elected official manages projects, trains staff, organizes and directs procedural activities necessary to ensure effective operation of mobile home tax maintenance. Oversees the DBA process and procedures. Trains staff and processes all tax redemptions.

**DESIRED REQUIREMENTS:** Requires high school diploma or GED; three years clerical bookkeeping experience or any equivalent combination of education & experience which provides the required knowledge, skills and abilities.

**STARTING SALARY:** \$ 35,000

**APPLICATION PERIODS:** April 10 - 16, 2024 ( Internal )  
April 17, 2024 until position is filled ( External )

**METHOD OF APPLICATION:** Submit resume and application or apply in person to:

Human Resources  
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)  
EEO Utilization Report available for public viewing at [www.vercounty.org](http://www.vercounty.org)  
**AA/EEO**

*County Benefits include: IMRF pension participation; affordable health, dental and vision available; vacation and PTO allowance; 14 holidays*

## POSITION CLASSIFICATION DESCRIPTION

### ADMINISTRATIVE ASSISTANT

#### DISTINGUISHING FEATURES OF WORK:

Under general supervision of the elected official, manages projects, trains staff, organizes and directs procedural activities necessary to insure the effective operation of mobile home tax maintenance. Oversees the DBA process & procedures. Trains staff & processes all tax redemptions.

#### ILLUSTRATIVE EXAMPLES OF WORK:

1. Issues certificates of purchase, calculates and issues certificates of redemption.
2. Assists Chief Deputy in tax levy receipt from taxing bodies.
3. Oversees mobile home privilege tax coding, computations & abstracting.
4. Performs duties of Clerk @ tax sale.
5. Corresponds with the ILDNR, taxing bodies, tax buyers & taxpayers.
6. Assists constituents in identifying the proper procedure for initiating corrections to birth and death records, including the completion of forms required by the ILDPH. Processes corrected birth & death records received from the ILDPH & update office documents and indexes accordingly. This includes records issued in matters of adoptions which must be handled in accordance with Illinois statute.
7. Issue marriage licenses to qualified applicants.
8. Assesses the eligibility of each applicant requesting a certified copy of a vital record and fills the request in accordance with the Illinois Vital Records Act.
9. Oversees & trains the process of DBAs or assumed name registrations in accordance with the Illinois Assumed Names Act. Maintains assumed name files and indexes.
10. Receives visitors, answers phone, receives inquiries and provides information regarding services offered by various county offices.
11. Receives & records monies due to the County Clerk's Office.
12. Provides extensive assistance to the Supervisor of Elections in election preparation & conduct, vote by mail, and voter registration.
13. Performs other duties as required or assigned.

#### DESIRABLE REQUIREMENTS:

##### Education and experience

1. Requires graduation from high school, and three years clerical bookkeeping experience or knowledge, skill and mental development equivalent to completion of two years college with course work in accounting.

##### Knowledge, Skills and Abilities

1. The ability to train employees engaged in business and operational functions.
2. The ability to establish and maintain satisfactory working relationships with subordinates, county departments, and the general public.
3. Excellent organizational skills and the ability to work independently.
4. Requires the ability to communicate and provide direction in written and oral form.
5. Requires excellent language skills, including spelling, punctuation and sentence structure.
6. Requires the ability to work efficiently under stressful conditions and deadlines.
7. Requires the patience and willingness to provide outstanding service to all customers.

8. Requires the ability to prepare and maintain clerical records and reports.
9. Must have working knowledge of office routines.

**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 sit; use hands and fingers, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk, climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to e 25 pounds. The employee must occasionally lift and/or move up to 50 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.

In accordance with the Vermilion County Personnel Manual the above is an accurate description of the duties and functions of the stated position in this department, agency, or organization, and is submitted as an attachment to the staffing pattern in connection with application for funds from the Vermilion County Board.

A handwritten signature in black ink that reads "Cathy Jenkins". The signature is written in a cursive, flowing style.