



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

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# **NOTICE OF JOB VACANCY**

- DATE:** February 2, 2023
- POSITION:** *Vital Records Coordinator/Assistant Election Supervisor*
- DEPARTMENT:** County Clerk's Office
- TERMS OF EMPLOYMENT:** Full-time
- BARGAINING UNIT:** Excluded
- BASIC FUNCTION:** Plans, supervises and organizes the activities of the records office and assists in the election process.
- DESIRED REQUIREMENTS:** Requires graduation from high school with courses in typing, basic computer software and general office procedures; one year of office experience; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.
- STARTING SALARY:** \$ 37,000
- APPLICATION PERIODS:** February 2 - 8, 2023 ( Internal )  
February 9, 2023 until filled ( External )
- METHOD OF APPLICATION:** Mail or email resume and application or apply in person 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)

**AA/EOE**

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

## POSITION CLASSIFICATION DESCRIPTION

### VITAL RECORDS COORDINATOR/ ASST Election Supervisor BARGAINING UNIT – EXCLUDED

#### DISTINGUISHING FEATURES OF WORK:

Under general direction of the elected official & chief deputy, plans, supervises, manages projects, trains staff, organizes and directs procedural activities necessary to insure the effective operation of the records departments, economic interest and county board correspondence.

Under general direction of elected official, chief deputy, and Supervisor of Elections, to manage and implement election processes.

#### ILLUSTRATIVE EXAMPLES OF WORK:

01. Register voters in the office and at other locations such as schools and civic affairs. Assists in voter registration outreach, if necessary.
02. Processes and edits voter registration cards, transfer cards, and removal cards
03. Recommends, implements, and documents efficient procedures, methods, and systems for effective voter registration duties
04. Completes various reports required to satisfy state and federal requirements.
05. Files and retrieves information, i.e. certifying voter registration and voter history lists; maintains voter registration files. Prepares poll books and precinct lists of voters. Establishes and maintains records of a confidential nature. Maintains local portion of statewide voter registration database.
06. Notifies voters of changes in polling places. Composes correspondence for review and signature of office holder.
07. Receives visitors, answers telephone; receives inquiries and provides information regarding services offered by various county offices.
08. Edits maps that determine boundary lines for coding and voter registration. Educates precinct committeepersons and registrars.
09. 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.
10. Issue marriage licenses to qualified applicants. Processes completed marriage licenses upon return and prepares monthly report for submission to the Illinois Department of Public Health.
11. Assists in genealogy searches. Possesses a working knowledge of the additional resources available to genealogists.
12. Assists constituents in indentifying the proper procedures for initiating corrections to birth and death records, including the completion of forms required by the Illinois Department of Public Health. Processes corrected birth and death records received from the Illinois Department of Public Health and updates office documents and indexes accordingly. This includes records issued in matters of adoption which must be handled in accordance of Illinois statutes relating to such records.
13. Assists constituents in issues of paternity and/or name changes in relation to birth records. Requires knowledge of correction procedures as well as confidentiality and sensitivity issues. Communication with Illinois Department of Human Services and/or Illinois Department of Public Health is often required.
14. Assists constituents in the filing of Assumed Name Registrations in accordance with the Illinois Assumed Names Act. Maintains Assumed Name files and indexes.
15. Certifies deputy registrars and civic registrars

16. Types a variety of materials including correspondence, charts, graphs reports, etc.
17. Assists in filing and retrieving election stats
18. Assists in performing numerous types of proofing procedures, such as assignment charts.
19. Assist in locating suitable polling places for elections.
20. Assists in absentee voting.
21. Assists and/or coordinates economic interest process.
22. Assists with election day/night responsibilities, and in performing related election duties, as required.
23. Files required reports with State Board of Elections
24. Actively seeks opportunity and manages projects for streamlining processes with DevNet/VEMACS or any other vendors working with voter registration.
25. Attends County Board monthly meetings, keeps records of meetings, resolutions, and appointments.
26. Perform any other related duties as assigned or required.
27. Implement/manage overall election process

## **DESIRABLE REQUIREMENTS:**

### **Education and experience**

01. Requires graduation from high school with courses in typing, basic computer software, and general office procedure, and one year office experience involving typing and computer use, or any equivalent combination of education and experience that provides the required knowledge , skills, and abilities.

### **Knowledge, Skills and Abilities**

01. The ability to train employees engaged in business and operational functions.
02. The ability to establish and maintain satisfactory working relationships with subordinates, county departments, and the general public.
03. Excellent organizational skills and the ability to work independently.
04. Requires the ability to communicate and provide direction in written and oral form.
05. Requires excellent language skills, including spelling, punctuation and sentence structure.
06. Requires the ability to work efficiently under stressful conditions.
07. Requires the patience and willingness to provide outstanding service to customers.
08. Requires the ability to prepare and maintain clerical records and reports.
09. Must have working knowledge of office routines..
10. Previous managerial experience preferred.

**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.

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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.

Date \_\_\_\_\_

\_\_\_\_\_  
Vermilion County Clerk

01/31/2023