



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

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NOTICE OF JOB VACANCY

DATE: April 7, 2023

POSITION: *Teller*

DEPARTMENT: Treasurer's Office

TERMS OF EMPLOYMENT: Part-time, Temporary

BARGAINING UNIT: Excluded

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 related experience and/or training; or equivalent combination of education and experience.

STARTING SALARY: \$ 15.00/hr - \$17.00/hr commensurate with experience

APPLICATION PERIOD: April 7 - 13, 2023 (Internal)
April 14, 2023 until position is filled (External)

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

Human Resources Director
Vermilion County Board Office
201 N. Vermilion Street, 2nd Floor
Danville, IL 61832
njboose@vercounty.org

Applications available at www.vercounty.org
EEOP Utilization Report available for public viewing at www.vercounty.org
AA/EOE

**Vermilion County
Job Description**

Job Title: Teller
Department: Treasurer
Reports To: Chief Deputy and/or Treasurer
Status: Seasonal, Part-time
Approved Date: October 2021

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:

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.

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.

Performs other related duties as assigned or required.

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.