



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

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NOTICE OF JOB VACANCY

DATE: May 26, 2021

POSITION: *Drainage District Specialist/Account Clerk III*

DEPARTMENT: Treasurer's Office

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: IBEW – Non-Judicial

BASIC FUNCTION: Performs detailed accounting work in maintaining various accounting ledgers and reports.

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

TESTING REQUIRED: None at this time

STARTING SALARY RANGE: \$ 30,750

APPLICATION PERIOD: May 26 – June 2, 2021 (Internal)
June 3, 2021 until 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, 2nd Floor
Danville, IL 61832
njboose@vercounty.org

Application available at www.vercounty.org
EEO Utilization Report available for public viewing at www.vercounty.org
AA/EEO

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

VERMILION COUNTY
JOB DESCRIPTION

Job Title: Drainage District Specialist/Account Clerk III
Department: Treasurer's Office
Reports To: Chief Deputy and/or Treasurer
FLSA Status: Non-exempt
Union: IBEW Non-Judicial
Approved by: Darren Duncan
Approval Date: December 2017

SUMMARY

Under the direction of the Chief Deputy and/or Treasurer, performs specialized accounting duties involving specific bank accounts, real estate tax collections, and aids in the training of part-time tax collection employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assists in the process for printing and distribution all the county's account payable vouchers. Coordinates with auditor all weekly and special payable runs.

Responsible for the main information window using the DEVNET tax cycle system, answering taxpayer/customer questions, directing customers to the correct offices, and answering the main telephone numbers.

Assists in the process for all voided checks, stop payments, writes and distributes manual check requests.

Prepares manual checks from approved manual requests and properly maintains the check use report book.

Write receipts and verify daily banking transactions.

Responsible for the day to day transactions in the teller room, including training part-time employees.

Processes property tax payments made at the Annex and posts information into the DEVNET tax system. Resolves all errors associated with the payments.

Has elevated access to DEVNET tax system to make daily corrections and additions to tax collections as needed.

Responsible for the Drainage District bank account. Processes purchases orders requested by any of the 40 drainage districts that the treasurer's office manages. Maintains the records of receipts and distributions as required.

Crosstrain for other positions in the office, accepting daily receipts, using the mailing machine, and printing and distribute the account payable checks.

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); six months in related position and/or training for related position. After on the job training and a reasonable amount of time:

- must be competent with the DEVNET tax cycle system and the county's accounting system.
- must be familiar with the complete tax cycle and the function of different offices to direct and guide taxpayers
- must be familiar with typing, word processing and spreadsheet software, and accounting procedures.

LANGUAGE SKILLS

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

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals.

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. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job including ability to adjust focus. Daily work on spreadsheets, providing information/data entry on computers is required.