



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

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NOTICE OF JOB VACANCY

DATE: August 23, 2024

POSITION: *Drainage District Specialist/Account Clerk III*

DEPARTMENT: Treasurer's Office

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: IBEW – Non-Judicial

BASIC FUNCTION: Performs specialized accounting duties involving drainage district bank Accounts, real estate tax collections and aid in the training of part time tax collection employees.

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

STARTING SALARY RANGE: \$ 40,442

APPLICATION PERIOD: August 23 - 29, 2024 (Internal)
August 30, 2024 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
EEOP 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
Approval Date: August 2024

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:

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.

Writes the deposit tickets and verifies daily banking transactions.

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

Processes property tax payments made in the office and posts information into the DEVNET tax system.

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.

Responsible for the mobile home certifications and mobile home database information.

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.