



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

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NOTICE OF JOB VACANCY

DATE: August 30, 2024

POSITION: *Drainage District Supervisor*

DEPARTMENT: Treasurer's Office

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: Excluded

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

DESIRED REQUIREMENTS: High school diploma or GED and six months in a related field; or equivalent knowledge, skill and abilities.

STARTING SALARY RANGE: \$ 52,945

APPLICATION PERIOD: August 30 – September 5, 2024 (Internal)
September 6, 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 Supervisor
Department: Treasurer's Office
Reports To: Chief Deputy and/or Treasurer
Approval Date: August 2024

SUMMARY

Under the direction of the Chief Deputy and/or Treasurer, performs and supervises specialized duties involving drainage district bank accounts, managing mobile home information, collecting real estate tax payments, 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.

Reviews the entering of deposit receipts into accounting software.

Supervises the day-to-day teller transactions, including supervising the training of part-time employees.

Supervises the processing of property tax payments made in office and posts information into the DEVNET tax system. Assists with resolving errors associated with the payments.

Supervises the entries of the Drainage District bank account. Manages the processing of purchase orders requested by any of the 40 drainage districts that the treasurer's office manages. Supervises the maintaining of receipt and distribution documentation, as required. Manages the office records for Drainage District Commissioners.

Supervisor over the mobile home certifications and managing of the mobile home database information.

Crosstrain for other positions in the office, using the mailing machine, and printing and distributing 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 satisfactory. 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, 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.