<table>
<thead>
<tr>
<th><strong>Position Title</strong></th>
<th>Deputy Clerk – Vital Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department</strong></td>
<td>County Clerk and Recorder</td>
</tr>
<tr>
<td><strong>Shift</strong></td>
<td>30 hours a week; Monday thru Friday; days</td>
</tr>
<tr>
<td><strong>Salary</strong></td>
<td>$11.25 - $11.89 per hour</td>
</tr>
<tr>
<td><strong>Brief Job Description</strong></td>
<td>Records, processes and maintains recorded documents primarily in the vital statistics and the genealogy research area for the County Clerk and Recorder’s Office and assists the public in obtaining records and searching records. Assists with other clerical duties in the office as needed.</td>
</tr>
</tbody>
</table>
| **Education Requirements** | • High School diploma or equivalent required.  
|                        | • Minimal experience in office setting to include knowledge of procedures in the County Clerk & Recorder’s office.  
|                        | • Must have knowledge of principles and processes for providing excellent customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. |
| **Additional Comments** | • Proficient in Outlook Email, Microsoft Word and Excel.  
|                        | • Ability to learn various software packages used in the County Clerk & Recorder’s Office.  
|                        | • Proficient in using FAX Machine, Scanner, Phone, Copier, Adding Machine, Postage Meter, Typewriter, Microfiche Machine (reel to reel) and Printer. |
| **Instructions for Applying** | For application and more information on this position please go to [www.livingstoncountyil.gov](http://www.livingstoncountyil.gov), click on “About Livingston”, Click on “Employment”. Send completed application to: Livingston County Human Resources 112 W. Madison Street, Room 202 Pontiac, IL 61764 |
| **Application Deadline** | 7/10/17 |
LIVINGSTON COUNTY  
JOB DESCRIPTION  

**JOB TITLE:** Deputy Clerk- Vital Statistics  
**DEPARTMENT:** County Clerk & Recorder  
**FLSA STATUS:** Non-Exempt  
**REPORTS TO:** County Clerk & Recorder  
**SALARY SCHEDULE CLASSIFICATION:** PS-1  
**DATE:** August 21, 2013  

**JOB SUMMARY:** Records, processes and maintains recorded documents primarily in the vital statistics and the genealogy research area for the County Clerk and Recorder’s Office and assists the public in obtaining records and searching records. Assists with other clerical duties in the office as needed.

**REPORTING RELATIONSHIPS:** This position does not have supervisory responsibilities.

**DUTIES & ESSENTIAL JOB FUNCTIONS:**

a. Communicate with customers, employees, researchers and other individuals to answer questions, disseminate or explain information, assist with paperwork required.  
b. Compile, scan, sort and file required files pertaining to the County Clerk and Recorder’s office.  
c. Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.  
d. Maintain and update filing, forms, mailing and database systems, either manually or using a computer.  
e. Compute, record and proofread data and other information, such as records or reports.  
f. Type, format, proofread, and edit correspondence and other documents, from notes using computer or typewriter.  
g. Answer telephones, direct calls and take messages.  
h. Open, sort and route incoming mail.  
i. Process inquiries received by phone, mail or email.  
j. Explain procedures or forms to the general public including public computer work stations.  
k. Keep up-to-date on laws and government regulations.  
l. Performs back up of data daily and weekly as required.  
m. Collect, count and disburse money, do basic bookkeeping and complete transactions.  
n. Process and prepare documents such as business or government forms and reports.  
o. Train other staff members to perform work activities, such as using computer applications.  
p. Review files, records and other documents to obtain information to respond to requests.  
q. Assists in other areas of the County Clerk and Recorder’s office as needed.

**OTHER FUNCTIONS AND RESPONSIBILITIES:**

a. Perform any other duties or assignments as needed or directed by the County Clerk and Recorder.

**QUALIFICATIONS:**

**Education and Experience:**

a. High School diploma or equivalent required.  
b. Minimal experience in office setting to include knowledge of procedures in the County Clerk & Recorder’s office.  
c. Must have knowledge of principles and processes for providing excellent customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
Personal Skills:

a. Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
b. Speaking – Talking to others to convey information effectively.
c. Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
d. Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
e. Writing – Communicating effectively in writing as appropriate for the needs of the audience.
f. Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
g. Social Perceptiveness – Being aware of others’ reactions and understanding why they react as they do.
h. Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
i. Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
j. Time Management – Managing one’s own time and the time of others.
k. Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
l. Coordination – Adjusting actions in relation to others’ actions.
m. Management of Personnel Resources – Motivating, developing and directing people as they work, identifying the best people for the job.
n. Service Orientation – Actively looking for ways to help people.
o. Negotiation – Bringing others together and trying to reconcile differences.
p. Persuasion – Persuading others to change their minds or behavior.
q. Learning Strategies – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Equipment/Computer Skills:

a. Proficient in Outlook Email, Microsoft Word and Excel.
b. Ability to learn various software packages used in the County Clerk & Recorder’s Office.
c. Proficient in using FAX Machine, Scanner, Phone, Copier, Adding Machine, Postage Meter, Typewriter, Microfiche Machine (reel to reel) and Printer.

Abilities:

a. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
b. Oral Expression – The ability to communicate information and ideas in speaking so others will understand.
c. Written Comprehension – The ability to read and understand information and ideas presented in writing.
d. Written Expression – The ability to communicate information and ideas in writing so others will understand.
e. Deductive Reasoning – The ability to apply general rules to specific problems to produce answers that make sense.
f. Speech Recognition – The ability to identify and understand the speech of another person. (English)
g. Speech Clarity – The ability to speak clearly so others can understand you.
h. Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong.
i. Inductive Reasoning – The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
j. Selective Attention – The ability to concentrate on a task over a period of time without being distracted.
k. Mathematical Reasoning – The ability to choose the right mathematical methods or formulas to solve a problem.
l. Information Ordering – The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g. patterns of numbers, letters, words, pictures, mathematical operations).
m. Near vision – The ability to see details at close range (within a few feet of the observer).
n. Time Sharing – The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch or other sources).
Work Style:

a. Attention to Detail – Job requires being careful about detail and thorough in completing work tasks.
b. Integrity – Job requires being honest and ethical.
c. Cooperation – Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
d. Concern for Others – Job requires being sensitive to others’ needs and feelings and being understanding and helpful on the job.
e. Dependability – Job requires being reliable, responsible, and dependable, and fulfilling obligations.
f. Independence – Job requires developing one’s own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
g. Self Control – Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
h. Initiative – Job requires a willingness to take on responsibilities and challenges.
i. Leadership – Job requires a willingness to lead, take charge and offer opinions and direction.
j. Social Orientation – Job requires preferring to work with others rather than alone, and being personally connected with others on the job.
k. Achievement/Effort – Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
l. Stress Tolerance – Job requires accepting criticism and dealing calmly and effectively with high stress situations.
m. Persistence – Job requires persistence in the face of obstacles.
n. Adaptability/Flexibility – Job requires being open to change (positive or negative) and to considerable variety in the workplace.
o. Analytical Thinking – Job requires analyzing information and using logic to address work-related issues and problems.
p. Innovation – Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.

REQUIRED LICENSES/CERTIFICATIONS:

Valid IL Drivers License (Will need to travel to Pontiac Correctional Center to record marriages, etc.)

Notary Public
# PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

## LIFTING REQUIREMENTS

*Check appropriate category required to perform essential functions of the job.*

- **Sedentary Work** – Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

- **Light Work** – Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that of sedentary work and if the worker sits most of the time, the job is considered light work.

- **Medium Work** – Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

- **Heavy Work** – Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

- **Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

## PHYSICAL REQUIREMENTS

*Check appropriate category (ies) required to perform the essential functions of the job.*

- Stand or Sit (Stationary position)
- Walk (Move, Traverse)
- Use hands/fingers to handle or feel (Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position)
- Climb (stairs/ladders) or balance (Ascend/Descend, Work atop, Traverse)
- Stoop, kneel, crouch, or crawl (Position self (to), Move)
- Talk/hear (Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information)
- See (Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess)
- Taste/Smell (Detect, Distinguish, Determine)
- Pushing or Pulling
- Reaching
- Repetitive Motion (Explain) Must be able to do repetitive tasks for extended periods of time when preparing files and scanning. Strong hands for tearing apart files, cutting and staple removing.
HAZARDS AND ATMOSPHERIC CONDITIONS

<table>
<thead>
<tr>
<th>Category</th>
<th>Hazard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exposure to fumes</td>
<td>Mechanical Hazards</td>
</tr>
<tr>
<td>Exposure to dust</td>
<td>Chemical Hazards</td>
</tr>
<tr>
<td>Exposure to Extreme Temperatures</td>
<td>Electrical Hazards</td>
</tr>
<tr>
<td>Wet and/or Humid</td>
<td>Radiant Energy Hazards</td>
</tr>
<tr>
<td>Noise (from Scanner)</td>
<td>Explosives Hazards</td>
</tr>
<tr>
<td>Vibration</td>
<td>Burn Hazards</td>
</tr>
<tr>
<td>Mists or gases</td>
<td>Other</td>
</tr>
</tbody>
</table>

Comments:

EQUIPMENT AND TOOLS

Complete with information required to perform essential functions of the job.

List equipment used for the job: Computer, Typewriter, Postage Meter, Copier, Printer, Adding Machine, Scanner, reader printer, roll film mounting attachment, Phone, Fax, Microfiche Reader (reel to reel)

List of Tools: Staple remover and pliers

Drives County Vehicle: No

Other:

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION:

I have received a copy of the Job Description and have read and understand its contents.

__________________________________________
Employee Name (Please Print)

__________________________________________
Employee Signature

__________________________________________
Date

__________________________________________
Department Official Signature

__________________________________________
Date