

**County of Grundy
Job Posting**



Date of Posting: September 30, 2021
Applications Accepted: Posted until filled
Job Title: Copy / Mail Room Clerk
Department: County Clerk & Recorder
Reports to: County Clerk & Recorder
FLSA Status: Full Time, 40 hrs/wk, Non-Exempt
Rate of Pay: \$13.50 to \$15.00 per hour

PRIMARY DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

Other duties may be assigned as required.

- Runs postage, copy machines.
- Keeps logs of copy and postage machines.
- Responsible for care and maintenance of copy and postage machines.
- Assists in miscellaneous scanning, filing and data entry for County Clerk.
- Assists in the distribution of County Board minutes.
- Produces County Board agenda packets.
- Provides support and assistance with County elections, with copying numerous Specimen Ballots for county election judges and supervisors. Also, copy numerous voter lists for county election judges and supervisors, as well as Election Night support for media outlets.
- Administrative duties for the office. (Performs various other copy and organizational jobs for County elections.)
- Scans and enters monthly vital record data.
- Scans and enters older vital record data for genealogical research.
- Performs searches, make copies, and assists genealogy searchers.
- Helps with certified copy request for vital records in Clerk's Office when needed.
- Handles receipting and revenue for stamps, faxes and copies for the public.
- Assists with mailings of Recorded documents.

- Assists with any other duties as assigned, as appropriate in both Clerk and Recorder's offices.

SUPERVISORY RESPONSIBILITIES

- There are no supervisory responsibilities with this position.
- Follow and maintain organizational policies and procedures.

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.

REQUIREMENTS

Working knowledge of basic computer applications. Knowledge of office procedures and office equipment. Experience in customer service is necessary, and needs to be a quick learner and able to multitask with little or no supervision.

EDUCATION and/or EXPERIENCE

High school or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. 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.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS

There are no specific certificates, licenses or registrations required for this position.

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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to HR@grundyco.org with "Copy / Mail Room Clerk" in the subject of the email.

No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor.