

Candice D. Short
Supervisor of Assessments
Ford County Courthouse
200 W State Room 104
Paxton, IL 60957
217 379-9430

The position for which you are applying is Deputy Clerk in the Supervisor of Assessments Office. This is a full time position. After serving a six-month probationary period this position will be classified Full-Time as defined by the County of Ford Employee Handbook:

FULL-TIME employees are those who are regularly scheduled to work the county's customary hours for their department. All employees in this category are eligible for the County's benefit package, subject to the terms conditions and limitations of each benefit program.

The hours for this position are 8:30 to 4:30 Monday through Friday with a mandatory ½ hour non-paid lunch break and two 15 minute paid breaks.

The starting pay is \$10.25 per hour with a \$.25 per hour increase after the successful completion of the six-month probationary period, and another \$.50 per hour pay increase at the end of one year. Thereafter, automatic longevity pay increases start at \$.12 after one year. Additionally, this position is eligible for pay increases approved by the county board each fiscal year (December 1).

Health insurance is offered at 90% paid by the county and 10% paid by the employee. Families can be on the health insurance plan paid 100% by the employee. This is an Illinois Municipal Retirement Fund (IMRF) position. Additional life and accident insurance plans are available through the county paid 100% by the employee.

A brief skill test will be given to all candidates who are called for an interview.

Please attach a copy of your resume to the completed application and return it to the Supervisor of Assessments Office by 4:30 P.M. Friday, January 9, 2015.

Ford County Job Description

Job Title: Deputy Clerk

Department: Supervisor of Assessments

Reports to: Supervisor of Assessments or Chief Deputy

Duties and Responsibilities:

It is the responsibility of the assessment office to maintain records for all properties in the county for property tax purposes. The Deputy Clerk assists in the maintenance of said records and will perform varied and diverse duties and procedures which include, but are not limited to, the following:

- Process documents in regard to name, address & ownership changes (includes entering data on computer, updating property record cards, assessment books, sales information & related records; processing Real Estate Transfer Declarations; making copies; filing; tracking exemptions)
- Process splits of properties and combining properties (includes preparing documents for mapping department; processing said splits/combinations by creating new parcels & deleting old parcels) Splits/combos may involve updating drainage districts, TIF districts & calculating soils.
- Enter assessment changes & home improvement exemptions (when applicable) on computer & in assessment books (may also involve calculating & entering assessment changes on property record cards)
- Update appraisal system with name address changes & split/combinations; sketch buildings
- Enter exemption changes on computer and in assessment books
- Enter farmland values on property record cards
- Send out senior citizen exemption forms, tax exempt exemption forms and other exemption forms (printing, folding, addressing & stuffing envelopes)
- Process returned exemption forms (entering data on computer & in assessment books and filing)

Public Relations:

- Greet customers; answer customer and public inquiries and address complaints
- Provide customers with information contained in public records
- Assist senior citizens with application forms
- Assist customers in the completion of exemption forms
- Assist customers with reassessment requests and appeal forms
- Answer telephone, respond to phone inquiries, take and relay messages, transfer calls, mail or fax requests

Reasoning Ability:

- Apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Apply cumulative knowledge to new situations



Ford County Government

200 W State
Paxton, IL 60957

Application for Employment

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Desired Salary: \$ _____ Current Salary: \$ _____

Position Applied for: _____

- Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
- Are you currently employed? YES NO May we contact your present employer? YES NO
- Have you worked for this county before? YES NO If yes, when? _____
- Can you travel if the job requires it? YES NO Are you seeking full time or part time work? FULL PART
- Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Previous Employment

Employer: _____ Telephone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Work Performed: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous employer for a reference? YES NO

Employer: _____ Telephone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Work Performed: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous employer for a reference? YES NO

Employer: _____ Telephone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Work Performed: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous employer for a reference? YES NO

Education

High School: _____ Location: _____

From: _____ To: _____ Did you graduate? YES NO Diploma
 or GED: _____

College: _____ Location: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Location: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other Qualifications

Summarize specialized training, skills or other qualifications acquired from employment or other experience.

Specialized Skills

List professional, trade, business or civic activities or offices held or any other information including hobbies and personal interests which you feel may be helpful to us in considering your application.

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

How did you learn about this Position? _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____