



## Fulton County Supervisor of Assessments

Julie A. Russell, CCAO/CIAO-S  
PO BOX 283  
Lewistown, IL 61542  
Phone: (309) 547-3041 ext. 113  
Email: [jrussell@fultonco.org](mailto:jrussell@fultonco.org)

### **Posting Open:**

March 22<sup>nd</sup>, 2024

### **Posting Closed:**

April 12<sup>th</sup>, 2024

### **Department:**

Assessment Office

### **Job Title:**

Computer Clerk

### **Job Classifications:**

**Grade: 3**

**Salary: \$18.99/hr.**

**Hours: 35 Hours per Week**  
**Monday – Friday 8:00am – 4:00pm (overtime may be required)**

### **Benefits Include:**

- Paid vacation (pending service length)
- Paid sick time
- Paid personal time
- Paid holidays
- Health insurance (including vision/dental)
- IMRF pension plan.

### **Submit Resume & Application To:**

Julie A. Russell  
Chief County Assessment Officer  
PO BOX 283  
Lewistown, IL 61542

**Email:** [JRussell@Fultonco.org](mailto:JRussell@Fultonco.org)

**Fulton County is an Equal Opportunity Employer**

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**March 15, 2024**

**TITLE:** Computer Clerk  
**DEPARTMENT:** Fulton County Assessment Office  
**REPORTS TO:** Chief County Assessment Officer  
**INQUIRIES CALL:** (309) 547-3041 ext. 110

**JOB DESCRIPTION:** Computer Clerk for Fulton County. This employee will assist in the maintenance of all homestead related exemptions for the Supervisor of Assessments Office, as well as annual Certificates of Exempt Status for non-homestead exemptions. This position will also work directly with the Property Transfer Clerk and Chief County Assessment Officer, assisting with title searches, the parcel division process and research for Plat Act compliance. This position works daily with the public, including taxpayers from diverse backgrounds, Veterans, Senior Citizens and Disabled Persons, and the ideal candidate will have a positive and pleasant demeanor. This position requires meticulous attention to detail. The ideal candidate will have excellent computer skills, including but not limited to Microsoft Excel and Word, as well as excellent communication and public relations skills. This position requires a high level of time management and the ability to work independently with little supervision. This position is a union position that must work cooperatively and effectively with the public and other employees.

## **QUALIFICATIONS:**

1. High School Diploma or GED/Equivalent
2. Must have training and experience with Microsoft Word and Excel
3. General computer and office skills
4. Clerical experience is preferred.
5. Must perform duties with meticulous attention to detail
6. Excellent public relations and communication skills

## **ESSENTIAL JOB FUNCTIONS:**

1. Data entry.
2. Ability to maintain paper filing system for entire office's use.
3. Perform routine maintenance and edits to property assessment software.
4. Must attend & complete any courses/training requested by the Chief County Assessment Officer.
5. Work closely & cooperatively with other professionals within Fulton County, as well as professionals in other States, Counties and Countries.
6. Provide assistance to other county employees and the public as requested.
7. Serve as main point of contact for taxpayer questions & phone calls.
8. Meet all office imposed deadlines, as well as statutorily required deadlines.
9. All other office and clerical related duties as assigned by the Chief County Assessment Officer.

**WORKING CONDITIONS:** This job classification works in an office environment. This is a full-time 35 hours per week position with benefits. It will be necessary to receive training both in a classroom setting and one-on-one setting. This position requires lifting and carrying work materials weighing up to 20 pounds to a height of 10 feet. Stressful situations may arise when dealing with hostile tax payers or public and you must maintain a level of professionalism. At all times, this employee will strive to prepare and maintain all documents and spreadsheets accurately, efficiently and timely as provided by State and County law. **This position is a Grade 3, Union position, with a current starting pay of \$18.99/hr.**

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