



**STACI L. MAYALL**  
**FULTON COUNTY TREASURER/ COLLECTOR**  
 100 N. Main Street, Box 111 | Lewistown, IL 61542 | (309) 547-3041  
 Office Hours: 8:00 A.M. - 4:00 P.M. | Room 104 | Closed Saturdays

TITLE: Part-time Deputy Treasurer  
 REPORTS TO: County Treasurer

DATE POSTED: September 9, 2024  
 APPLICATION & RESUME DUE: Friday, October 4, 2024

**QUALIFICATIONS:**

1. Must have a high school diploma and additional education and/or experience is preferred
2. Physical ability to perform general office clerical duties as required
3. Computer and office equipment experience mandatory
4. Good accounting skills
5. Excellent public relations and communication skills

**ESSENTIAL JOB FUNCTIONS:**

**REAL ESTATE TAX:**

COLLECTION OF PAYMENTS AT COUNTER & BALANCING  
 PROCESS AND BALANCING OF MAIL PAYMENTS  
 REAL ESTATE TAX FIRE AND DEMOLITION CERTIFICATIONS  
 ASSISTANCE WITH PRINTING OF BILLS, CERTIFIED NOTICES AND OTHER FORMS

**MOBILE HOME TAX:**

COLLECTING, RECEIPTING AND BALANCING  
 SECRETARY OF STATE TAX CERTIFICATIONS

**RECEPTIONIST:**

WORK WITH PUBLIC AT COUNTER AND OVER PHONE  
 MUST BE RESPECTFULL, EFFICIENT AND PROMPT WITH PUBLIC

**ANIMAL CONTROL PROGRAM:**

COLLECT, BALANCE AND RECORD ALL RABIES TAG PURCHASES FROM COUNTER, MAIL AND VETS  
 BILL VETS FOR TAGS SOLD  
 PREPARE DELINQUENT LISTS AND LETTERS  
 PREPARE AND MAINTAIN RECORDS FOR ALL RABIES CERTIFICATES IN FULTON COUNTY

**OTHER DUTIES AS ASSIGNED**

**Fulton County is an Equal Employment Opportunity Employer**

Send Resume and Application to:  
 Fulton County Treasurer  
 c/o Staci L. Mayall  
 PO Box 111  
 Lewistown, IL 61542