



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, Sept 27, 2024

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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
SEC. 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

WORKING CONDITIONS: This job classification works in an office environment. This position requires lifting and carrying work materials weighing up to 30 pounds to a height of 5 feet. Stressful situations may arise when dealing with hostile tax payers or public and you must maintain a level of professionalism. Because of the nature of this position, duties must be performed during regular hours within the department. Federal, State and County laws must be followed.

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