

# FULTON COUNTY

## Job Description

**TITLE:** Deed Transfer Clerk/Board of Review Secretary

**DATE:** April 15<sup>th</sup>, 2026

**APPLICATIONS DUE:** Friday, May 1<sup>st</sup>, 2026

**DEPARTMENT:** Fulton County Assessment Office

**REPORTS TO:** Chief County Assessment Officer

**INQUIRIES CALL:** (309) 547-3041 ext. 110

---

**BASIC FUNCTIONS:** Deed Transfer Clerk/Board of Review Secretary for Fulton County. As the deed transfer clerk, this employee is responsible for the transfer of ownership for property tax purposes for all parcels in Fulton County. This position also serves as the starting point for all parcel divisions & combinations in Fulton County. As the Board of Review Secretary, this employee is responsible for assisting the Chief County Assessment Officer with clerical duties for the Fulton County Board of Review. This includes all paper, email and verbal correspondence, as well as scheduling hearings for the Board of Review. This position works daily with the public, including taxpayers from diverse backgrounds, Veterans, Senior Citizens and Disabled Persons, and the ideal candidate must 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 is a Full-Time, Grade 4 Union Position with an IMRF Pension Plan & Benefit Package. Starting pay is \$22.31 per/hour.**

**QUALIFICATIONS:**

1. High School Diploma or GED/Equivalent.
2. Must have extensive training and experience with Microsoft Word and Excel
3. Familiarity with legal descriptions & surveys is preferred.
4. Experience in a Law Office, Title Office or similar experience is preferred.
5. General computer and office skills.
6. Must perform duties with meticulous attention to detail.
7. 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. (DEVNET)
4. Must attend & complete any courses/training requested by the Chief County Assessment Officer.
5. Work closely & cooperatively with other professionals within Fulton County.
6. Maintain various spreadsheets.
7. Provide assistance to other County employees and the public as requested.
8. Assist with answering taxpayer questions & phone calls.
9. Meet all office-imposed deadlines, as well as statutorily required deadlines.
10. All other 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 10 pounds to a height of 5 feet. Stressful situations may arise when dealing with upset tax payers or the 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.

**Fulton County is an Equal Opportunity Employer**

**Please Send Resume & Application to:** Julie A. Russell

Chief County Assessment Officer

PO BOX 283

Lewistown, IL 61542