

Circuit Clerk - Deputy Clerk

- **Type:** Full Time
- **Salary/Pay Rate:** \$27,250.00
- **Posted Date:** 03/18/2022
- **Deadline to Apply:** Open until filled

Kendall County Circuit Clerk's Office has a full-time opening for the position of Deputy Circuit Clerk. Eligible candidates should have a high school diploma, possess strong organizational, multitasking and oral communication skills, general working knowledge of computers, ability to handle multiple tasks, and be familiar with working in a professional environment. Qualified candidates must be available to work Monday through Friday during normal business hours in the Circuit Clerk's Office and on occasion, additional hours, as needed for the position. Duties will include a variety of routine office tasks following prescribed procedures relating to the receipt., review, processing and maintenance of official records for the Kendall County Circuit Court system.

The Kendall County Circuit Clerk's Office is an Equal Opportunity Employer, offering a competitive governmental salary, great work environment, and excellent benefits, including, but not limited to Medical, Dental, Vision, Life Insurance as well as participation in the Illinois Municipal Retirement Fund pension program. A Monday – Friday 8:00AM – 4:30PM regular work day, 12-14 paid holidays, paid sick-personal days and vacation days allow for work-life balance!

The Deputy Circuit Clerk position is part of the American Federation of State, County, and Municipal Employees Union (ASFME) Council 31 Collective Bargaining unit. Annual salary is set at \$27,250.00. Annual raises are set per contract.

Please submit resume and cover letter to:

Lynn Cullick, Chief Deputy
Kendall County Circuit Clerk
807 W. John Street
Yorkville, IL 60560

or email lcullick@co.kendall.il.us

EOE