

**Part-Time/Seasonal (12 weeks) May 15th – July 7th & Aug 21st – Sept 15th**

**Clerical Clerk in Mercer County Collector/Treasurer Office (Courthouse)**

**Send Resume to : PO Box 228 Aledo, IL 61231**

**Pay: \$ 10.00 per hour**

Duties may include but are not limited to the following:

- \* Collects taxes over the counter and posts collections to appropriate records.
- \* May explain tax statements and penalties to the public.
- \* Process tax payments, electronic files, credit cards and cash/money orders/checks.
- \* Computes due dates and penalties.
- \* Maintains records of certificates of errors and tax balances.
- \* Assists in Document storage and answering phones.
- \* Research property taxes, owner names and addresses.
- \* Operate a personal computer (knowledge of Internet, emailing, Import and Exporting files), fax machine, copy machine, 10-key calculator.
- \* Communicate effectively with others in person and over the telephone.
- \* Independently open office, answer phone and perform daily duties.
- \* Perform multi-tasking job duties.
- \* Respond appropriately to situations.
- \* Regular attendance is an essential function.