

# *Effingham County Clerk and Recorder*

**MICHELLE M. KOLLMANN**

P.O. Box 628 - 101 N. Fourth St. - Effingham, IL 62401  
Phone (217) 342-6535 - [countyclerk@effinghamcountyil.gov](mailto:countyclerk@effinghamcountyil.gov)

## **Job Opening**

### **Deputy Clerk - Elections & Vital Records**

#### **Job Description:**

To provide clerical services and various secretarial functions; registering and maintaining the vital records of Effingham County; responsible for the elections in Effingham County including registering voters, assisting with conducting elections, election day preparation, processing voter registration, maintaining voter registration records, election databases and related software, processing election data and information and to ensure that voter registration and elections are conducted in accordance with the Election Laws of the State of Illinois.

#### **Job Responsibilities:**

##### **Vital Records:**

- Daily work with vital records – registering the Birth, Death and Marriage records
- Responsible for file maintenance and retention of all vital records
- Assisting the public on vital record requests
- Interaction with the local hospital, funeral homes, Coroner office for vital records

##### **Elections:**

- Election work will be a daily task
- Review voter registration applications and determine eligibility
- Maintain accurate, current database of voter registration information
- Assist the administration with election preparation for all elections held in the county
- Receive and accept the forms for candidate's filings.
- Preparation for election day – setup and proof ballot styles, print ballots for each precinct
- Assist in reviewing requests for early voting ballots, verifying eligibility, sending such ballots
- Process, evaluate and report election results
- Prepare election canvass documents and election abstracts
- Work extended hours during the election cycle
- PLUS assist with normal tasks with the Clerk's office

#### **Key Competencies**

- Position will have access to sensitive information – Confidentiality is a must
- Knowledgeable in computer skills - experience in Excel and Word is beneficial
- Excellent organization and prioritization skills
- Maintain a high level of accuracy and attention to detail
- Provide proficient customer service in a professional manner
- Communication skills
- Problem solving capabilities

Completed application, resume and cover letter must be sent by Wednesday, **September 20, 2023** to address above or email: [countyclerk@effinghamcountyil.gov](mailto:countyclerk@effinghamcountyil.gov) or in person to Effingham County Building, 2nd floor. Applications are available on the Effingham County website.

Post Date: September 11, 2023