

Pike County Supervisor of Assessments

Cindy A. Shaw

Certified Illinois Assessing Official

Pike County Government Building

121 E. Washington Street Suite 1

Pittsfield, IL 62363

(217) 285-2382

(217) 285-1227 Fax

March 3, 2017

The Pike County Supervisor of Assessments Office will have an opening for a full-time deputy clerk. Start date will be 04/24/17.

The hours are Monday through Friday from 8:30 a.m. until 4:00 p.m. with one night per week until 4:30 p.m. (Additional hours may be required depending on work load.)

This job includes paid holidays, vacation time, personal days and sick days along with IMRF retirement plan. (Union position and union dues apply) Six month probation period.

The successful applicant's duties will include; the ability to work in a high traffic office with good organizational and communication skills. Must be detail orientated, work well with the public, able to multi-task, fast learner, with good computer knowledge (including word and excel), and the ability to work independently and as a team. Experience with a multi-line phone system a must.

Interested applicants submit a resume to:

Cindy A. Shaw

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100 East Washington Street

Pittsfield, Illinois 62363

CShaw@pikecountyil.org