

## UNION POSITION POSTING

OFFICE: Deputy County Clerk

POSITION: Full time office –AFSCME position.

STARTING SALARY CURRENT UNION EMPLOYEE\*: \$ 15.45/hour

STARTING SALARY NEW HIRE: \$15.25

HOURS: Monday through Friday, 8:00 a.m. to 4:00 p.m. with one hour unpaid lunch.

REQUIREMENTS: The position requires the ability to interact and communicate effectively with the public. Organizational and time management skills desired. The knowledge of basic office equipment including but not limited to the operation of a computer and related programs to include Word and Excel as well as the ability to maintain accurate record(s)/log(s). Physical job requirements: prolonged sitting, ability to use ladders for record retrieval and using steps and lifting of no more than 30 pounds.

DUTIES: The responsibilities of the position include but are not limited to responsibilities related to primary, general and/or special election process to include assisting with election training classes, processing marriage licenses, birth certificates, death certificates, DBA documentation and being a notary.

TO APPLY: Interested candidates should obtain and complete an employment application which is available from the County Board Office, second floor of the Courthouse or on the county website [[www.christiancountyil.com](http://www.christiancountyil.com)]. References are required. Return the application in a sealed envelope to the County Clerk's Office marked "Deputy Clerk".

POSTED: July 9, 2024

\*Starting salary information is based on the hourly rate of a current union employee with less than two (2) years of seniority.

*Christian County*  
**Application for Employment**  
*(An Equal Opportunity Employer)*

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Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Current Address: \_\_\_\_\_ Phone # \_\_\_\_\_  
\_\_\_\_\_ Alternate # \_\_\_\_\_

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Position desired: \_\_\_\_\_

**Please complete all questions for employment consideration**

- Have you applied for employment with the County before?  yes  no  
If yes, date and result \_\_\_\_\_
- If referred by a current employee, please provide their name \_\_\_\_\_
- Have you ever been employed with us before?.....  yes  no  
If yes, provide the date \_\_\_\_\_
- If you have relatives employed with us, list their name/relationship  
\_\_\_\_\_
- Are you currently employed? .....  yes  no
- May we contact your present employer? .....  yes  no
- Are you over 16? .....  yes  no
- Are you available to work: Full Time  yes  no (shift 1 2 3)  
Part Time  yes  no  
Temporary/seasonal  yes  no
- Date available to start: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- What is your desired salary range? \_\_\_\_\_
- If you would be engaged in any other work while in our employ, please explain  
\_\_\_\_\_
- If hired, can you demonstrate eligibility to work in the United States?  yes  no
- Has a former employer ever disciplined you for tardiness or absenteeism?  yes  no If  
yes, please explain: \_\_\_\_\_
- Would a former employer categorize your attendance as meeting expectations?  yes  no  
If no, please explain: \_\_\_\_\_
- To the best of your knowledge, after learning of the job duties, would you be able to  
perform all the essential functions of this position?  yes  no  
If no, explain \_\_\_\_\_

Upon offer of employment, I agree to take a drug test at the County's expense and realize that the offer of employment is contingent upon my test results being drug free.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dated

# HISTORY OF EMPLOYMENT

Start with your present or last job. Include military service if applicable

Employer:	Dates Employed From   To	Work Performed/Duties
Address:		
Phone numbers:	Hourly rate or Annual salary	
Starting/present job title:	Starting	
Supervisor:	Final	
Reason for leaving:		May we contact this employer? [ ] yes [ ] no
Other:		
***** *****	*****	*****
Employer:	Dates Employed From   To	Work Performed/Duties
Address:		
Phone numbers:	Hourly rate or Annual salary	
Starting/present job title:	Starting	
Supervisor:	Final	
Reason for leaving:		May we contact this employer? [ ] yes [ ] no
Other:		
***** *****	*****	*****

Employer:	Dates Employed		Work Performed/Duties
	From	To	
Address:			
Phone numbers:	Hourly rate or Annual salary		
Starting/present job title:	Starting		
Supervisor:	Final		
Reason for leaving:			May we contact this employer? [ ] yes [ ] no
Other:			
			Request a supplemental page if needed

*If you were employed under a different name in any of these positions, note your name under "other".*

**Comments: Include any gaps in employment**


**Describe any specialized training, apprenticeship, skills and extra-curricular activities as applicable to position.**


**Describe any job-related training received in the United States military.**


### EDUCATIONAL BACKGROUND

SCHOOL	Name and Address of School	Course of study/ Honors	Dates attended	Date of completion and Diploma/Degree
High School			N/A	N/A date of graduation Completed __yes__no
College or University				
Business or Trade				
Other (Specify)				

### OFFICE

Personal Computer

Windows  
 DOS

\_\_\_\_\_

\_\_\_\_\_

Network Computer

List programs:

\_\_\_\_\_

\_\_\_\_\_

Note by degree of knowledge:

(0=none to 5=extensive training)

Word Processing

Publisher

Power Point

Excel

\_\_\_\_\_

\_\_\_\_\_

Keyboard \_\_\_ WPM

Typewriter \_\_\_ WPM

Calculator

\_\_\_\_\_

\_\_\_\_\_

**HEAVY EQUIPMENT** Do you have a CDL License? [  ] yes [  ] no

Front End Loader  Flagger Training

Backhoe/Excavator  Surveying

Motor Grader  Project Management

Other \_\_\_\_\_

### PERSONAL/PROFESSIONAL REFERENCES

Do not include family members or past supervisors.

Name and address	Phone number/s	Best time to call	Occupation
1.			
2.			
3.			

This application will remain active for 90 days.  
Reapplication is necessary after that time period.

**ACKNOWLEDGEMENT OF UNDERSTANDING AND CONSENT**

*Please read thoroughly before signing*

It is understood that this application is not an obligation of employment.

I hereby authorize the company to investigate all references and former employment, and I release from liability those supplying such information. Upon offer of employment, I agree to take a drug test at the company's expense and realize that the offer of employment is contingent upon my test results being drug-free.

I will provide proof of my eligibility to work within three (3) business days as required by "The Immigration Reform and Control Act of 1986".

I understand that the company can make no guarantee as to the numbers of hours that I may be assigned from week to week, and any reduction in hours can affect my compensation and benefits. I also understand that I may be required to change days off and scheduled hours on a temporary or regular basis in order to continue my employment. Also, I understand that the County reserves the right to transfer me, as business necessitates, and my continued employment may be predicated upon my acceptance of said transfer. I understand that evenings or weekends may be part of any schedule I may be assigned.

I understand that my employment may not be governed by any written or oral contract and is considered an "at will" arrangement. I understand that I am free, as is the County, to terminate employment at any time for any reason, so long as there is no violation of applicable Federal or State law unless modified by a collective bargaining agreement.

I state that the information on this application is true and complete. False statements, misrepresentations, or omission may be cause for cancellation of an employment offer or termination, even if already employed. I agree that I have read and understand the above acknowledgements and agreements and recognize all of the above as conditions of employment.

I understand that if employed in a position governed by a collective bargaining agreement to which the County is a party that once I am covered by the agreement its terms may supersede some of the statements in this acknowledgement of understanding.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**DO NOT WRITE BELOW THIS LINE – FOR EMPLOYER USE**

Management Approval \_\_\_\_\_

Start Date \_\_\_\_\_ Exempt/Rate \_\_\_\_\_ Non-Exempt/Rate \_\_\_\_\_

Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Position \_\_\_\_\_

AN EQUAL OPPORTUNITY EMPLOYER