

## **MORGAN COUNTY CIRCUIT CLERK**

**Jennifer Bonjean**

300 W. State St.

Jacksonville, IL. 62650

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### **Deputy Clerk Opportunity Available**

#### **Description**

The Morgan County Circuit Clerk's Office has an immediate opening for a Deputy Clerk. We are searching for a team player that will work cooperatively and effectively with the public and other employees. This employee must be dependable and trustworthy.

#### **Qualifications:**

- Reside in Morgan County
- High School Diploma
- Basic proficiency in Microsoft Outlook, Excel, and Word
- Ability to multi-task in a fast-paced work environment
- Exceptional communication and customer service skills
- Ability to lift and carry work materials weighing up to 30 lbs.
- Detailed-oriented

#### **Job Duties:**

- Maintain accurate and neat records
- Provide courteous and accurate information to all who enter or call the office.
- Accept Electronic Filings
- Processing and preparing files for Court
- Operating basic office equipment
- Process payments
- Maintain filing system
- Other duties as assigned

#### **Benefits:**

Paid time off, insurance package (health, dental, vision, and life) and IMRF retirement

#### **Starting Salary:**

\$38,500-\$40,000 (35-hour work week)

Qualified candidates should send resume to [circlerk@morgancounty-il.com](mailto:circlerk@morgancounty-il.com). Resumes may also be mailed to or dropped off at: Morgan County Circuit Clerk, 300 W. State St. Jacksonville, IL. 62650