

JOB OPENING: MASON COUNTY CIRCUIT CLERK'S OFFICE

Resumes are being accepted for a full-time deputy clerk in the Mason County Circuit Clerk's Office. Preferred applicants should have a background with data entry, word, excel, public relations, zoom and possess strong organization and communication skills as well as attention to detail. Clerical Scale beginning at \$30,000 per year with max of 34,000 per year. Hours: Monday-Friday 8:00 a.m.– 4:00 p.m. Full benefits, (health insurance, life insurance, IMRF, Paid vacation time (pending years of service), paid sick time, and paid holidays. Mail resumes to Mason County Circuit Clerk, 125 N. Plum, Havana, IL 62644 or email them to circuitclerk@masoncountyil.gov.

Mason County is an Equal Opportunity Employer.