

Kendall County Clerk & Recorder's Office

The Kendall County Clerk and Recorder's Office is seeking a full-time entry level Recording Clerk for immediate placement. Eligible candidate must have experience with Word, Excel, and Outlook, good office skills, and a desire to work. Qualified candidates must be available to work Monday through Friday during normal business hours in the Kendall County Clerk and Recorder's Office and additional hours, as needed, for the position. Duties include assisting the public, classifying, indexing, storing and updating document records, as well as retrieval of documents and document images. Competitive governmental salary, great work environment and excellent benefits. This position is a part of the International brotherhood of Teamsters Local 330 bargaining unit.

Please submit an application and references by October 31, 2017 to:

Debbie Gillette, Kendall County Clerk & Recorder
111 W Fox St
Yorkville IL 60560

The Kendall County Clerk and Recorder's Office is an Equal Opportunity Employer.

[Click here for Application](#)