

## **Court Administrator**

Tazewell County Presiding Judge seeks a full-time Court Administrator. Responsible for all administrative functions of the judicial branch. Position will be responsible for budget and staff supervision and handling highly confidential administrative matters pending before the Courts. Work includes oversight of Law Library, court-related issue resolution resource referral and other courthouse patron service responsibilities. A bachelor's degree or equivalent work experience (five years) is required, with word processing, spreadsheet applications and other technological ability. Professional writing, speaking and strong interpersonal skills are required. Knowledge of accounting practices, legal terminology and paralegal skills helpful. Anticipated starting salary: \$28,922 to \$31,154. Job description and application are available online at <http://www.tazewell.com>. Send letter of interest, resume, a writing sample and completed application ASAP (first review of applications is April 13) to: Presiding Judge Scott Shore, Tazewell County Courthouse, 342 Court St., Pekin, IL 61554. Finalists are subject to a background and reference check.

## **TAZEWELL COUNTY COURT ADMINISTRATOR**

Position: Court Administrator  
Department: Judiciary  
Reports to: Presiding Judge  
FLSA Status: Exempt  
Classification: Grade 7  
Starting Salary: \$28,922 to \$31,154

### **Summary**

The position will include supervisory, administrative and managerial functions of the judicial branch, under ultimate authority and with available assistance of the Presiding Judge, requiring professionalism, trustworthiness and discretion in the handling of confidential matters pending before the courts to ensure fairness of proceedings and integrity of the judicial process. The position also provides, administers and monitors use of, the law library and self-help center; manages information to public and media, recognizing limits required by law; and coordinates the scheduling of judges and court facilities for routine / ceremonial / emergency / weekend duties, and coverage of all dockets.

### **Essential Duties**

Program development and management, court-related duties, and judicial branch support and integration of county governmental functions, occasional duties during evenings, weekends or holidays if necessary or as directed by the Presiding Judge.

### **Primary Responsibilities**

1. Providing court management services, judicial program development and management, and integration of county governmental functions; other duties as assigned by Presiding Judge.
2. Overseeing, and coordinating with the courts, the services of the jury commission.
3. Supervising and coordinating the services of law library / legal self-help center including hiring, training and supervising anticipated interns / hired staff / expanded services.
4. Serving as courts ombudsman to handle patrons, vendors, media, inquiries and complaints, and to resolve issues, refer, and provide follow-up assistance as appropriate.
5. Providing all clerical and secretarial services, overseeing equipment replacement and maintenance, and procurement of necessary office products and supplies for all judges, jurors, and adjunct staff, as required.
6. Providing all services and coordination of other offices for court facilities management.
7. Collating / analyzing court management and case load data to determine and recommend strategies to address, maintain and improve court efficiency and case flow.

**Qualifications**

1. Thorough knowledge of word processing, competency in database management, spreadsheet applications, court management, and financial record practices.
2. Demonstrated ability to prioritize and work in multi-task environment.
3. Exceptional interpersonal skills.
4. Ability to convey information in a mature, tactful, and diplomatic manner.
5. Demonstrated ability to appreciate and preserve secured and confidential information.

**Education and Experience**

1. Bachelor's degree or equivalent professional experience of not less than 5 years in job-related field(s); educational background would be beneficial in one or more of the following: accounting, business / agency management, technology, court management, paralegal studies; working knowledge of legal terminology; accurate record keeping skills.
2. Competent technological expertise; thorough knowledge of word processing, competency in database management, spreadsheet applications.
3. Familiarity with county government, structure, divisional functions, procedures.
4. Ability to work efficiently in multi-task environment with distractions and interruptions.
5. Advanced communication skills; use of college-level grammar and diction in written and spoken communication.
6. Past responsibility in work situations requiring absolute confidentiality.

## **JOB DESCRIPTION (revised 3-12-09)**

Position Title: Court Administrator  
(non-union, employed at will under the authority of the Presiding Judge)  
Location: 342 Court St., Pekin IL 61554  
Department: Judiciary  
Manager (Name and Title): Presiding Judge  
Date Revised: March 12, 2009

### **POSITION OBJECTIVE:**

*Describe briefly the objective of your position and the way your position contributes to achieving organization goals:*

The position will include all administrative functions of the judicial branch, including but not limited to those functions of the former position of Administrative Assistant to the Presiding Judge with additional duties, autonomy, supervisory authority and greater budgetary responsibility as Court Administrator. The position requires professionalism, trustworthiness and discretion in the handling of confidential matters pending before the courts, or being addressed by the judiciary, to ensure the fairness of proceedings and the integrity of the judicial process. The position is administrative and managerial in nature. The duties of office include coordination and integration of six courts, coordinating of court personnel and physical resources to meet the needs of each courtroom and judge; scheduling and management of courthouse improvements and maintenance to public access areas and courtrooms so as to avoid disruption of court proceedings; and meeting the assigned project tasks of our six judges including the Presiding Judge. The position also provides, administers and monitors use of the law library; provides docket and scheduling information to public and media, while also buffering all courts from inappropriate media access; coordinates the scheduling of judges for emergency hearings and weekend duty, coverage for dockets if a judge is unavailable, and court functions pertaining to all courthouse weddings, all essentially independent of supervision although the Presiding Judge has ultimate authority and is available to assist or intervene if needed.

It is anticipated that the Court Administrator will be delegated supervisory responsibility for overseeing and coordinating with the courts, the services of the jury commission and overseeing the Commission's management of its budget of approximately \$250,000, on behalf of the Presiding Judge.

New programs being implemented this year will increase the responsibilities of the Tazewell County Court Administrator. One such program is the new Tazewell County Self-Help Center, a computer-based resource for pro se litigants handling their own legal research, preparation of pleadings, and court appearances. This is a public service, to be administered by the Courts and the Law Library with assistance to be coordinated with Illinois Central College, and hopefully in the future to be also coordinated with local public libraries. It will be the responsibility of this position to know, use, administer, coordinate, and make available to the public this new service.

It is anticipated that we will require the services of a half-time law librarian with paralegal degree to manage and expand library services including the Tazewell County Legal Self-Help Center and expansion of legal research services provided to the public and judiciary, over which

the Court Administrator will assume primary supervisory responsibility, will determine the job description and duties of such position, will be responsible for screening of applicants and will participate in the interviewing and hiring process, and will have primary responsibility for budgeting and supervision as Administrator of the law library / Tazewell County Self-Help Center.

Yet another advancement now in the planning stages is a technology overhaul of at least two courtrooms at present, with a new public address sound system for each and new audio-visual, computer-aided display systems for courtrooms and jury deliberations if needed, for which the Court Administrator will be responsible to assist the Presiding Judge in budgeting, appropriating, creating specs, meeting with providers, overseeing installation, training users and ultimately maintaining all equipment.

Under imminent consideration by the Tazewell County Sheriff and Presiding Judge, is a program to require by Administrative Order that all foreclosure sales be conducted and administered by the County, with anticipated new revenue of \$120,000 per year, and without commensurate cost to the County. It is anticipated that such funds would more than offset the cost of expansion of law library and legal self-help services, any un-budgeted expenses for court personnel, providing a new and continuing stream of income to the County General Fund. The Court Administrator will be primarily responsible for program development, initiation, management, evaluation and reporting, and coordination of the Courts, Sheriff's Office, and affected personnel to assure compliance and day-to-day operation of this new program.

### **GENERAL COURT MANAGEMENT**

- To budget for and provide all administrative services, physical facilities, office equipment, technology, and library resources necessary to operation of the courts.
- To serve as a liaison for the Courts with all Tenth Circuit and State Administrative Offices, and all Tazewell County offices, bailiffs, clerks, jury commission, court services, court reporters, sheriff's personnel, judges' and attorneys' bar associations, community organizations and outside agencies serving or served by the courts.
- To budget, procure and voucher for, oversee installation of, maintain and effect contract repair of all courtroom audio, visual, public address, copier and computer equipment.
- To serve as information and referral resource to the public and media, to prevent improper contact with judges or unauthorized access to court proceedings, and to bring to attention of Presiding Judge any matters requiring his/her attention.
- To serve as courts ombudsman to handle patrons, vendors, inquiries and complaints, and resolve problems of court personnel, attorneys and pro se litigants, to alert court security as necessary, and to bring to attention of Presiding Judge any matters requiring his/her attention regarding same;
- To serve as county / courthouse information and referral service for walk-in patrons and telephone contacts directed to the Tazewell County Courthouse.
- Due to the intent not to provide the position with secretarial or clerical assistance, the person holding this position will also be responsible for all forms, filing, correspondence, typing and computer work, and general office responsibilities.

## **JUDICIAL ADMINISTRATION**

- To coordinate scheduling of judges, seminar and vacation schedules, emergency hearings and weekend duty, assignment of domestic violence hearings, scheduling of weddings and special events such as public ceremonies and courthouse events.
- To determine need and initiate contact with judges and arrange docket / courtroom coverage in the event of judicial reassignments, emergency absences, or protracted hearings interfering with coverage of a judge's regular docket, including the occasional need to address such matters over holidays and weekends, and to bring to attention of Presiding Judge any matters requiring his/her attention regarding same.
- To provide all clerical and secretarial services for all judges as required, determining prioritization and order of completion of such tasks.
- To screen and determine appropriate action to be taken or necessity of referral to attention of proper court or judge as to all correspondence, statistical reports, service requests, and all other matters directed to the Office or to the attention of the Presiding Judge.
- To oversee the services and budgetary responsibilities of the Jury Commission and its staff, on behalf of the Presiding Judge.
- To participate in determining the responsibilities, budget and hiring, and to directly supervise and coordinate the services of the anticipated hire of a part time law librarian / paralegal to manage, maintain and expand the services of the law library and Tazewell County Legal Self-Help Center.
- To develop, administer and coordinate with the Sheriff and others affected a new program under consideration by the Sheriff and Presiding Judge for handling of all foreclosure sales, and to ensure compliance and payment of all sums due to the County General Fund, with anticipated new annual revenue of \$120,000.

## **COURT FACILITIES MANAGEMENT**

- To control and coordinate the use of courtrooms and jury rooms for non-judicial ceremonies, meetings and seminars.
- To serve as risk management officer for the courts, responding for investigative purposes to accidents occurring on courthouse grounds and reporting to County risk management personnel on the forms provided.
- To serve as curator and provide for cataloging and maintenance of courthouse historical displays and artifacts, to be knowledgeable of the County's history and provide tours including evening and weekend tours when requested and able to do so.

**MAJOR ACCOUNTABILITIES:**

Major accountabilities	End Results Expected
1. Administer and monitor use of the law library	1. Maintain and update law library as necessary.
2. The ability to handle and mediate differences.	2. Assure smooth operation of court
3. The ability to direct, or re-direct, parties, <i>pro se</i> litigants, and others in contact with, or demanding attention of the courts.	3. To assist and instruct the public (without providing legal assistance)
4. Ensure that all judicial functions operate and operate efficiently.	4. To enable and support functions of all courtrooms.
5. To budget for and coordinate all administrative functions of the courts as determined by the Presiding Judge.	5. Goal optimization
6. Supervision and computerization of the Law Library, including budgeting, dealing with vendors, becoming knowledgeable and providing instruction to judges, attorneys and public for computer use and legal research.	6. To assist and instruct, if necessary, users.
7. Providing the consistency and continuation of all court administrative functions as new or different judges of the Circuit are rotated or assigned to serve in Tazewell County.	7. Continuity of services for the judicial system.
8. Supervise the newly-established Tazewell County Self-Help Center	8. A computer-based resource for pro se litigants handling their own legal research, preparation of pleadings, and court appearances. This is a public service, to be administered by the Courts and the Law Library with assistance to be coordinated with Illinois Central College.
9. Development and management of \$180,000 budget.	9. Expense control and appropriate allocation of financial resources.
10. Coordination and management of new foreclosure sales program.	10. anticipated new annual revenue flow to County General Fund of \$120,000.
11. Oversight supervision of Jury Commission, staff and budgetary responsibility on behalf of Presiding Judge.	12. Continued efficiency in assuring availability of jurors for trial proceedings.

**WORKING RELATIONSHIPS**

<b>Contact</b>	<b>Reason for Contact</b>
1. Presiding Judge and all assigned judges serving Tazewell County	1. reporting authority and continuity of services, coordination of all judicial functions
2. State’s Attorney Office	2. Coordination with Judiciary
3. County offices	3. Departmental synchrony and as a referral source
4. General Public	4. Activity & project management and as a referral source
5. Media	5. Provide docket and scheduling information, transmit media requests to judiciary and provide directed response, release directed announcement(s)
6. Users of Tazewell County Self-Help Center	6. Facilitate and instruct use of Self-Help Center resources.
7. Courtroom clerks and reporters	7. To meet equipment needs and maintenance, schedule interpreter services, confirm judge’s schedule, and to meet courtroom needs, and provide courthouse directory.

**FREEDOM TO ACT**

Supervising and organizing a technology overhaul of at least two courtrooms, with a new public address sound system for each and new audio-visual, computer-aided display systems for courtrooms and jury deliberations if needed, for which the Court Administrator will be responsible in budgeting, appropriating, creating specs, meeting with providers, overseeing installation, training users and ultimately maintaining all equipment.

Court Administrator shall have independent authority in the exercise of his or her responsibility in matters of the law library, budget authority, the Self-Help Center, and general court management under the direction of the Presiding Judge.

Court Administrator will be primarily responsible for program development, initiation, management, evaluation and reporting, and coordination of the Courts, Sheriff’s Office, and affected personnel to assure compliance and day-to-day operation of new foreclosure sales program.

## **LAW LIBRARY SERVICES**

1. To serve as Law Librarian, to supervise anticipated part-time law library staff, and to set policies, budget, monitor usage, determine and meet law library needs of judges, lawyers and public users, to meet with providers to select and procure new materials, oversee and monitor and supervise use of library facilities and computer equipment, and to provide training or guidance in the use of computer legal research.
2. To assure that each judge is equipped with resource texts and software, to maintain text updates and legal subscriptions, to replace materials in each courtroom and judge's study as updated, and to review, screen, and discuss with judges, as appropriate, offers of new legal publications that might be of benefit.
3. With respect to the proposed Tazewell County Legal Self-Help Center, to serve as facilitator or trainer for public use of the Center and to assist in setting policies, monitor and supervise usage; and to serve as liaison to ICC adjunct staff. To coordinate with public libraries as services expand. Functional authority and responsibility to coordinate with grant providers and to determine long-term policy decisions for the Self-Help Center.
4. Stays current on what services are available that might better serve library patrons.
5. The incumbent must work with judges, attorneys, County personnel, various outside agencies, and the general public.
6. Collaborates with vendors and consultants on software & hardware needs for the judges.
7. To provide grant reporting as directed.

## **MAJOR CHALLENGES**

Coordinating numerous activities that directly impact the courts. This requires exceptional time management and organizational skills.

Intimate involvement in the design and implementation of the new Self-Help Center: coordinate with grant providers the purchase of software & hardware, user oversight and instruction of the system, ongoing updates of the system, and the management and promotion of this resource.

Program development, initiation, management, evaluation and reporting, as well as day-to-day operation, of new foreclosure sale program proposed by Sheriff and Presiding Judge.

Coordination and design of new technologies for the courtroom(s).

*Describe the need for your position to persuade or convince people other than your manager or subordinates to accept your actions or recommendations?*

The Court Administrator is responsible for coordinating and interpreting the needs of all the judges. This position acts as liaison between court officials and the general public as well as other major stakeholders. This position provides "first line of defense" in addressing citizen inquiries, complaints, criticism, and potentially irate, verbally aggressive, or occasionally threatening behavior to defuse emotionally-charged situations.

Court Administrator is to receive, address, or refer inter-office complaints as appropriate.

## **FINANCIAL RESPONSIBILITY**

Develop and manage an operating budget of \$180,000.00. Develop a capital budget to meet the ongoing needs of the court system. Evaluate and design the appropriate technology system(s) for the court(s). Handles all incoming invoices and bills by verifying their accuracy and determining the appropriate line item for expenditure. Prepare transfers within line items and programs when appropriate.

Manage and coordinate Federal and State grant programs, projects, and requests including, but not limited to: annual budgets, monthly budget reports, revised budget extensions, and budget narratives. Answering any questions regarding the grants to federal and state program managers. Receives and processes all grant revenue. Deposits revenue with the treasurer within the appropriate line item and documents the deposit for auditing purposes.

Helps prepare annual county budget, gathering and analyzing past and present budgets. Must be able to analyze and interpret statistical information for use in formulating projections and providing reports. Must have the ability to perform a budget analysis, and formulate and maintain the budget.

## **KNOWLEDGE AND SKILLS**

*Education, Training and Experience required to perform the position:*

1. Thorough knowledge of word processing, competency in database management, spreadsheet applications.
2. Financial record management
3. Competent technological expertise
4. Working knowledge of financial and management concepts
5. Functional proficiency of current court management principles and practices
6. Demonstrate the facility of working in multi-task environment with distractions and interruptions.
7. Exceptional interpersonal skills.
8. Ability to prioritize workload for both internal stakeholders and external agencies.
9. Ability to convey information in a mature, tactful, and diplomatic manner.

*List special technical, academic or other knowledge required as a minimum qualification in this position.*

1. Bachelor's degree or equivalent work experience (5 years)

*Describe special technical, academic or other knowledge preferred in this position.*

1. Working knowledge of legal terminology
2. Paralegal experience helpful
3. Advance writing and speaking skills (drafting and proofreading of documents)

*Describe how much and what type of additional work experience is preferred by someone in this position.*

1. Working knowledge of accounting programs, computers and word processing with the ability to conduct computerized legal research both on and off line.
2. Accurate record keeping skills.
3. Paralegal experience helpful
4. Ability to facilitate legal research

### **ADDITIONAL COMMENTS**

Candidate must be willing to work on a limited basis during evenings, weekends and holidays if necessary and as directed by the Presiding Judge.

### **SUPERVISOR'S SECTION**

*What do you consider the most important duty of this position?*

1. To facilitate the smooth and efficient operation of the courts.
2. Problem-solving, dispute resolution, and referral source to resolve issues for the benefit of public and other stakeholders.
3. Budgetary responsibilities:
  - a. To budget, procure and voucher for: courtroom and courthouse furnishings, equipment, supplies; courtroom reference texts and materials; all functions of the law library; all court-ordered interpreters, guardian-ad-litem services, conflict public defenders, expert witnesses, fitness and psychiatric evaluations; all court-ordered court reporter transcripts, drug testing, indigent services and publication fees; and provision of jury food, furnishings, equipment and supplies.
  - b. Maintain accounts in order that any budgetary shortfall may be anticipated, documented and cured.
  - c. Meet with county auditor and/or board to effect any required inter-account transfers.
  - d. The position will have budgetary responsibility and accountability for approximately \$180,000 annually, subject to possible increase due to pending projects including courtroom technology.
  - e. Overseeing operations of Jury Commission and staff on behalf of the Presiding Judge.
4. Law library management
5. Self-Help Center administration
6. Secure contract providers: interpreter services, equipment and supply providers
7. The Court Administrator will be primarily responsible for program development, initiation, management, evaluation and reporting, as well as day-to-day operation, of new foreclosure sale program to be proposed by Sheriff and Presiding Judge, with anticipated General Fund revenue of \$120,000 annually.

*What are the other duties you consider important to this position?*

1. Makes policy decisions on the appropriate allocation of resources.
2. Secretarial and clerical support for position of Court Administrator, Presiding Judge, and judges assigned to serve in Tazewell County.
3. Must be skilled in media relations.
4. Ability to operate standard office equipment, including but not limited to: copier, computer, fax machine, typewriter, etc.
5. Occasional attendance at meetings locally or regionally on behalf of the courts or Presiding Judge.
6. Ability in development and implementation of a comprehensive records management system. Previous bookkeeping/accounting and budget preparation experience helpful.

*What specific knowledge and skills would you expect an employee to have to be able to competently perform this position?*

1. Must possess exceptional verbal and writing skills.
2. Ability to prepare statistical and management reports for judicial review.
3. Ability to perform highly complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise of independent judgment.

*What do you consider the most important qualifications (training, work experience, education level or equivalent) of an employee in this position?*

1. Thorough knowledge of judicial operations.
2. A minimum of 5 years experience in legal or governmental service.
3. General knowledge of the accounting process.
4. Knowledge of capital improvement budgeting.
5. College-level command of the English language in spoken and written form.

## **PHYSICAL REQUIREMENTS**

Incumbent may be required to engage in the following movements: climbing, stooping, crouching, reaching, calculator operations, some of which may be repetitive.

Incumbent is required to sit, stand, and walk for various amounts of time while performing duties.

Speaking and hearing ability sufficient to carry on a conversation with other individuals in person or over the telephone in an articulate and professional manner.

Visual ability sufficient to read written correspondence and information on a computer screen.

Individual may have to lift up to 40 lbs. (books, boxes, copy paper, etc.)

# Application For Employment

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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How Did You Learn About Us?

Advertisement       Friend       Walk-In  
 Employment Agency       Relative       Other \_\_\_\_\_

Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No  
 If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
 If Yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  
*Proof of citizenship or immigration status will be required upon employment.*  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  
*Conviction will not necessarily disqualify an applicant from employment.*  Yes  No

If Yes, please explain \_\_\_\_\_

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

# Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and / or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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

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# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

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# Additional Information

## Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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## Specialized Skills

## Check Skills/Equipment Operated

<input type="checkbox"/> CRT	<input type="checkbox"/> Fax	Production/Mobile Machinery (list):	Other (list):
<input type="checkbox"/> PC	<input type="checkbox"/> Lotus 1-2-3	_____	_____
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBX System	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Wordperfect	_____	_____

State any additional information you feel may be helpful to us in considering your application.

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Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

YES  NO

## References

1. \_\_\_\_\_ ( )  
(Name) Phone #  
\_\_\_\_\_  
(Address)
2. \_\_\_\_\_ ( )  
(Name) Phone #  
\_\_\_\_\_  
(Address)
3. \_\_\_\_\_ ( )  
(Name) Phone #  
\_\_\_\_\_  
(Address)

# Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No

Remarks \_\_\_\_\_

\_\_\_\_\_  
INTERVIEWER DATE

Employed  Yes  No Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/  
Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_  
NAME AND TITLE DATE

NOTES \_\_\_\_\_

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\_\_\_\_\_

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing and Litho Corp. assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.



**TAZEWELL COUNTY**  
Release Authorization

I certify that all information provided in the job application and any attachments is true. I understand any false or misleading statement made herein is sufficient reason for rejection of my application or termination of subsequent employment.

I hereby authorize the release of any Military, Medical, Performance Evaluations, Employment, and/or Credit records to Tazewell County in Pekin, Illinois. I further authorize Tazewell County to obtain any records concerning my past work and School records or transcripts.

I further authorize Tazewell County to investigate my character and background, to contact any of my former employers, educational institutions, or any other person or organization that may have information relevant to my employment, and to solicit any information that might be used in the evaluation of my employment potential with Tazewell County. I also authorize investigation of all statements made in my application for employment with Tazewell County.

I release both the contributor and Tazewell County from all liability for damages which may occur as a result of the usage of this employment information.

I understand that no offer of salary or benefits is final until approved by Tazewell County.

**Personal References:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

I give permission to conduct a criminal background check including but not limited to LEADS, local criminal check, FBI, driving reports, employment background, and local police departments.

The following information is required in order to process the appropriate criminal background investigation and to properly identify you:

Drivers License Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security Number (voluntary) \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

Previous Name(s) \_\_\_\_\_

X  
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Subscribed and sworn before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Witness