



**ILLINOIS OFFICE OF THE
COMPTROLLER**

JOB DESCRIPTION

POSITION TITLE: Local Government Coordinator

DIVISION: Comptroller

DEPARTMENT: Governmental and Community Affairs

SECTION: NA

UNIT: NA

INCUMBENT: Matthew Eddy

BARGAINING UNIT _____ MERIT COMP _____ EXEMPT X

MAJOR FUNCTION: Liaison between the Illinois Comptroller’s Office and local government units required to file Annual Financial Reports and Annual Financial Audits. Liaison between the Illinois Comptroller’s Office and local claiming entities (LCEs) for the Local Debt Recovery Program.

SPECIFIC DUTIES AND RESPONSIBILITIES % OF TIME

Local Government Coordinator – Local Debt Recovery Program (LDRP) 75%

Cultivate and maintain relationships with local government and local claiming entity officials. This position is responsible for introducing interested LCEs to the local debt recovery program and guiding them through the process of signing up for the program. This includes, but is not limited to: Traveling to the local unit’s offices, hosting and participating in informational and instructional conference calls, maintaining records of progress and action, working with LCEs to answer questions and solve problems of technical and legal nature, and providing and filing required paper work with I.T., legal, and administrative staffs in both Chicago and Springfield.

Local Government Coordinator – Local Government Division

25%

Cultivate and maintain relationships with both elected and appointed local government officials. Assist local officials with the preparation and filing of Annual Financial Reports (AFR). Must provide own modes of transportation and maintain accurate records of travel. Work includes, but is not limited to helping units of local government on the Chronic Delinquent list file statutorily required AFRs and audits.

IMMEDIATE SUPERVISORS: Deputy Director Matthew J. Ryan

IMMEDIATE SUBORDINATES: None.

REQUIRED EDUCATION, EXPERIENCE, SKILLS, PHYSICAL ABILITY, LICENSE OR CERTIFICATION:

Education: At least two years of college or university coursework. Associate's or Bachelor's Degree Preferred.

Experience: Previous customer service experience. Previous experience maintaining records. Knowledge of local government structure is a plus.

License: Must have valid driver's license and current automobile insurance

Incumbent's Signature

Date

Supervisor's Signature

Date

Human Resources

Date



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UNIT: NA

INCUMBENT: Gerald Gorman

BARGAINING UNIT _____ MERIT COMP _____ EXEMPT X

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SPECIFIC DUTIES AND RESPONSIBILITIES % OF TIME

Local Government Coordinator – Local Debt Recovery Program (LDRP) 50%

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Local Government Coordinator – Local Government Division 50%

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local government officials. Assist local officials with the preparation and filing of Annual Financial Reports (AFR). Must provide own modes of transportation and maintain accurate records of travel. Work includes, but is not limited to helping units of local government on the Chronic Delinquent list file statutorily required AFRs and audits.

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