



COUNTY OF WINNEBAGO

TO: ALL APPOINTED AND ELECTED OFFICIALS
FROM: HUMAN RESOURCES DEPARTMENT
DATE: DECEMBER 29, 2017 TO JANUARY 15, 2018

SEEKING APPLICANTS: Short Term Appointment as County Clerk

County Clerk Margie Mullin's last day with the County is set for January 31, 2018. Mullin's term expires with the November 2018 general election. She previously announced that she would not be seeking a fourth term. Four candidates will appear on the ballot in the March 20th primary election.

At their January 11 board meeting, the County Board will officially declare the position of County Clerk vacant effective January 31. Although the position can and will likely be filled sooner, the vacancy must be filled within 60 days. Similar to other county appointments, the Chairman will recommend an appointee for approval by the County Board, a twenty-member governing body elected by district inside Winnebago County.

The selection criteria for the appointment will be based upon the applicant's professional background, experience relative to the responsibilities of the position, ability to meet the time requirements of the position, and demonstrated willingness and ability to work with others.

Election code requires that prospective appointees:

- must reside within Winnebago County
- must be a registered voter
- shall serve the remainder of the unexpired term (until December 3, 2018)
- must be a member of the same political party as the person he succeeds was at the time of his election (Democratic Party)
- shall be otherwise eligible to serve

To be considered for appointment: **Letters of interest will be accepted December 18, 2017, through January 15, 2018**, addressed to Winnebago County Board Chairman Frank Haney, 404 Elm St, Rm 533, Rockford, IL 61101 or BoardOffice@wincoil.us. To apply for the County Clerk appointment, applicants must provide:

- cover letter
- resume
- proof of residency
- voter registration
- evidence of Democratic party affiliation

Names of applicants will be made available to the public.

For more information about the roles and functions of the County Clerk's Office:

- Winnebago County Clerk's website: <http://www.winnebagocountyclerk.com/>
- State of Illinois Counties Code ([55 ILCS 5/3-2](#)) Clerk
- State of Illinois Election Code ([10 ILCS 5/25-11](#))

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