

## Frequently Asked Questions

1. I am applying for a position with the Clerk's Office and currently employed either by Cook County in another department or at another state government agency. If hired by the Clerk's Office, will I continue to accrue vacation time at the same rate as I currently accrue it?

Answer: Cook County permits new employees who are either already employed within the county, or those who are employed by agencies with whom the county has reciprocity, to continue accruing vacation time at the same rate.

2. I am either a current Cook County employee, a former Cook County employee, or a prior employee at a government agency with whom Cook County has reciprocity. Will I receive credit for all of the pension payments that I have previously made to date?

Answer: All new employees at the Cook County Clerk's Office who have made payments into the Cook County Pension or a reciprocal pension plan should receive credit for their prior pension payments. For details on pension matters, please go to [www.cookcountypension.com](http://www.cookcountypension.com).

3. If I am interested in applying for a posted position at the Cook County Clerk's Office, will I know before applying whether the position will be included in the Collective Bargaining Unit (Union)?

Answer: The Cook County Clerk's Office operates in accordance with its negotiated collective bargaining agreements, as well as county ordinances, state law, and other authorities. It is not able to inform applicants in advance whether a posted position will be a union job.

4. The Cook County Clerk is hiring a number of employees to provide recording services once it assumes the duties of the Cook County Recorder of Deeds' Office. When will the new employees hired for these jobs begin working for the Clerk's Office?

Answer: The Clerk's Office has already posted some positions for which it is hiring under its plan to assume the duties of the Recorder of Deeds' Office. The Clerk's Office intends to have those who are hired to fill the first set of positions to begin working on December 1, 2020. The Clerk's Office intends to post several other jobs, but all hiring will be subject to legal and budgetary considerations.

5. When an applicant is selected to interview for a posted job vacancy, does the County Clerk's Office expect to conduct more than one interview of each such applicant?

Answer: No. The Clerk's Office intends to conduct a single interview with each selected candidate that is invited to participate in an interview. We do not anticipate calling applicants back for additional interviews before making hiring decisions.

6. In light of the pandemic, is the County Clerk's Office taking precautions related to health and safety during the hiring process to protect applicants and staff?

Answer: Yes. Interviews will be conducted at the Clerk's Office at 69 W. Washington, and building security is screening everyone that enters the building by taking temperatures and asking a series of safety questions. Additionally, masks and social distancing protocols will be observed during the interview process.

7. I am currently a Supervisor in another Cook County agency, are any Supervisor positions going to be posted related to the Assumption of Duties?

Answer: If you have supervisory experience, you may meet the minimum qualifications for the Assistant Manager and Manager positions.