

Courthouse 1st Floor
P.O. Box 430
Murphysboro, IL 62966

Phone: 618-687-7350
Fax: 618-684-5235
Office Hours: 8:00 a.m. – 4:00 p.m., M-F

MEMO

To: Jackson County Taxpayers
From: Liz Hunter, Jackson County Treasurer
Date: April 3, 2020
Re: COVID-19 Reduced Staff and Public Hours

NOTICE

(Updated schedule for April 6-10, 2020)

It is the goal of the Jackson County Treasurer to maintain our commitment to the public while also protecting the community and our employees by doing our part to minimize the spread of COVID-19. Following guidance from the Federal, State, and County government leaders, the Jackson County Treasurer's Office will be taking the following measures:

- We will proceed with the goal of maintaining our services to the public while minimizing risk and protecting the health of our staff and community.
- The Jackson County Courthouse will be open to the public the following hours:
 - Monday, April 6 – 8:00 a.m. – 12:00 p.m.
 - Wednesday, April 8 – 8:00 a.m. – 12:00 p.m.
 - Friday, April 10 – CLOSED FOR GOOD FRIDAY HOLIDAY
 - The Jackson County Treasurer's Office will not be fully open to the public during the above listed hours, but will be available by appointment based on assessed need. Visitors to the Courthouse wanting to do business with the Treasurer's Office will be asked to first call to determine if business can be done via phone, email or traditional mail.
 - During public courthouse hours (8:00 a.m. – 12:00 p.m., Monday and Wednesday), our staff will be available via phone (618-687-7350) or email (liz.hunter@jacksoncounty-il.gov) to assist with any needs.
- Outside of public hours, please email liz.hunter@jacksoncounty-il.gov.

As always, our goal in the Treasurer's Office is to maintain customer service and our commitment to the taxpayers of Jackson County. We hope that as taxpayers you will not hesitate to reach out should you need to and we greatly appreciate your patience.