



Deputy Clerk – Village Clerk’s Office
Part-time position – 20 hours per week
Reports to the Village Clerk

The position assists the Village Clerk in carrying out all functions of the Clerk’s office, performing administrative responsibilities in a prompt, efficient, and lawful manner.

Core Responsibilities:

- Assist the Village clerk in prioritizing of job responsibilities
- Excellent customer service skills; establish and maintain effective working relationships with other employees, officials, and members of the general public
- Utilize document management systems as necessary or any required document management for Clerk functions
- Maintains files of legislative documents, including but not limited to ordinances, resolutions, agreements, proclamations, and minutes
- Coordinate with Village clerk to create, draft and finalize Village Council meeting agenda, coordinates assembly of meeting packets to Village Council members, Village departments and the public
- Create notices and arranges for official publication and posting of notices of Village meetings and public hearings; distribute follow ups on Council actions and directions to staff; distributes and files documents following Council action
- Assist Village Clerk in organizing and administering the filing of campaign reporting; monitors and reviews filings to insure they are complete and in compliance
- Assist in conducting Village elections; assists in performing pre-election support functions including instructions to candidates and candidate requirements
- Provides correct information to the general public relating to Village documents and processes
- Act for the Village Clerk in his/her absence
- Maintain professionalism, an atmosphere of teamwork and support of the Village’s code of conduct
- Maintains regular punctual and predictable attendance; works extra hours if required
- Other tasks as assigned for Clerk’s office

Qualifications:

- Knowledge of Village Ordinances, procedures, and activities regarding the responsibilities of the Clerk, or demonstrated ability to learn these, may be acceptable.

- Associates degree in relevant major a plus, in addition to coursework in government practices or administration, preferred
- 2-3 years' experience in office environment with detailed work
- Strong ability to develop, prepare, and maintain general principles, practices, and techniques applicable to maintaining records management
- Strong communication, organizational, and grammar skills, office practices and the operation of varied software programs, and office equipment
- Ability to understand and carry out moderately complex oral and written instructions
- Should be independent thinker and as well as work closely with Village Clerk to maintain accuracy in outcomes
- Ability to work with customers in an effective and calm manner, and to work well under pressure and in stressful situations
- Exercise tact and diplomacy in interpersonal dealings which are difficult, highly sensitive and/or confidential
- Current IL Notary Public or ability to obtain when hired

This is an hourly position and salary is dependent on qualifications. **Please note that there will be a brief written component interviewed candidates will be requested to complete following the interview.**

If you meet these qualifications and would be interested in this important opportunity with the Village, please submit your cover letter of interest and resume to Human Resources at dschmidt@schillerparkil.us.