

## VILLAGE CLERK

### SUMMARY DESCRIPTION

Under the administrative direction of the President and Board of Trustees, the Village Clerk directs, manages and coordinates the activities and operations of the Village Clerk's office including the preparation and recording of the activities and decisions of the Village Board and codification and maintenance of official Village records; administers municipal elections; and provides highly responsible and complex administrative support to the Village President and Board of Trustees.

### REPRESENTATIVE DUTIES

The following duties are typical for the Village Clerk. The incumbent may not perform all of the listed duties and/or may be required to perform additional or different duties from those set both below to address business needs and changing business practices.

1. Serve as the Secretary of the municipal corporation; preparing and distributing meeting notices and agendas as required; preparing and maintaining the permanent records (minutes) of all Village Board and committee proceedings; preparing and maintaining resolutions, ordinances, and other official documents of the Village as required; assist the President and Board in proper meeting procedures and legal requirements; preparing official correspondence as necessary; attesting to the approval and execution of ordinances, resolutions, and other agreements; and maintaining custody of the Village seal.
2. Serve as the FOIA Officer for the Village; responsible for receiving all official requests for access to public records and ensuring that such requests are addressed within statutory guidelines; communicates policies and procedures with customers seeking access to public records under the FOIA; completes annual training in FOIA and Open Meetings Act through the Illinois Attorney General's office.
3. Serve as the local administrative official responsible for municipal elections; publish notices and provide proper nominating petition forms to prospective candidates; receive petitions and complete the preparation and filing of ballot certifications to the County Clerk; answer questions and serve as an informational resource to prospective candidates and other members of the public.
4. Serve as Risk Management Coordinator for the Village; ensure the timely filing of quarterly man-hour reports and payroll audits to IMLRMA; prepare and maintain work-related injury log for all departments per OSHA requirements; oversee annual insurance renewal process through IMLRMA; receive information, prepare paperwork, and serve as Village contact person for all incident reports and claims involving property damage and worker's compensation.
5. Oversee the administrative processing of nuisance complaints and property ordinance violations; prepare official correspondence and violation notices; coordinate with the

- Public Works Superintendent to maintain accurate records of mowing and landscape maintenance work performed by Village personnel for billing purposes; prepare municipal liens for properties with outstanding violations, weed cutting charges, and/or delinquent water bills and ensure the timely filing of liens with the Recorder of Deeds office.
6. Maintain Village liquor license files; coordinate the annual renewal process with liquor license holders; prepare and ensure the timely delivery of liquor license certificates and other paperwork.
  7. Publish legal notices and employment advertisements in the local newspapers as needed.
  8. Maintain Village website and employee email accounts.
  9. Assist the Village Treasurer and Office Manager in the processing of accounts payable and payroll checks; verifying invoices and payments; cosigning checks and ensuring remittance in a timely fashion.
  10. Oversee the maintenance, storage, and, as periodically necessary, the disposal of official Village documents in accordance with the Local Records Act; coordinate with the Local Records Unit from the Illinois State Archives to ensure that the Village's applications for authority to dispose of records are current.
  11. Other administrative and clerical duties as assigned.

Last Updated:            March 2015