

# Village of Gilberts

## Village Hall

87 Galligan Road, Gilberts, Illinois 60136  
Ph. 847-428-2861 Fax: 847-428-2955  
[www.villageofgilberts.com](http://www.villageofgilberts.com)

## Village Clerk

The Village of Gilberts, a non-home rule municipality, is accepting applications for a full-time permanent Village Clerk. The position is appointed by the Village President, ratified by the Village Board, and reports on a daily basis to the Village Administrator. The Clerk will supervise a deputy clerk and administrative assistants and interns as assigned.

Responsibilities include those customary to an Illinois municipal clerk and required by Illinois State Statutes: Preparing board and commission agendas, taking minutes at the meetings, managing village documents and records. In addition the successful candidate will be responsible for: Administering local elections, responding to freedom-of-information requests, notary public duties, deputy registrar duties, processing water bills and other payments, basic customer service at the front counter and on the telephone, processing mail, ordering and managing office supplies, preparing the village newsletter and other mass communications, and other administrative tasks as necessary and assigned.

The position requires administrative skills and knowledge pertaining to an Illinois municipal clerk. The successful candidate will receive training traditional to an Illinois municipal clerk's position presumably towards becoming a certified municipal clerk. This is a full-time exempt appointed position that qualifies for benefits including health insurance, dental insurance, participation in the Illinois Municipal Retirement Fund and other benefits as offered by the village. The salary range is \$55,000 to \$65,000.

The individual hired must successfully pass criminal background and illegal substance testing and complete a 6-month probation period. The full job description and village application for employment are available at [www.villageofgilberts.com](http://www.villageofgilberts.com)

Applications with resume and cover letter may be submitted at Village Hall, 87 Galligan Road, Gilberts IL 60136, ATTN: Village Clerk or to [info@villageofgilberts.com](mailto:info@villageofgilberts.com). Position opened until filled, however the first review of applications will be conducted at 8:00 am on Tuesday May 1, 2018.

Finance & Building Departments  
Public Works Facility - Utility Billing  
73 Industrial Drive, Gilberts, Illinois 60136  
Ph. 847-428-4167 Fax: 847-551-3382

Police Department  
86 Railroad Street, Gilberts, Illinois 60136  
Ph. 847-428-2954 Fax: 847-428-4232

## Village of Gilberts - Classification Description

<b>Classification Title:</b>	Village Clerk	<b>Department:</b>	Administration
<b>Classification Grade:</b>	6	<b>FLSA:</b>	Exempt
<b>Reports To:</b>	Village Administrator	<b>Emergency Response:</b>	No

### **Purpose of Classification**

The purpose of this position is run the activities of the Office of the Village Clerk and coordinating its activities with those of other appointed or elected officials and providing administrative assistance to the Village Administrator.

### **Essential Duties and Responsibilities**

1. Duties and responsibilities of an Illinois municipal clerk as required by Illinois State Statutes.
2. Directs and participates in the preparation of Village Board agenda packets, including coordinating and reviewing agenda materials, finalizing agendas, and overseeing distribution of the packets.
3. Ensures legal notification of various Board, Commission, and Committee Meetings
4. Supervises the distribution of minutes for Board, Commission, and Committee Meetings.
5. Ensures resolutions and ordinances are in proper format and notarized.
6. Tracks committee and commission actions and prepares agendas accordingly.
7. Directs the maintenance of official Village records ensuring documents are recorded and filed properly.
8. Creates and maintains the Village's Code ensuring proper ordinance codification.
9. Tracks potential legislation that may impact the Village and formulates a position statement as directed by the Village Administrator and Village Board.
10. Monitors contracts and other agreements ensuring they are signed and recorded in a timely manner.
11. Serves as the Village's Election official, coordinates all aspects of the Village's General and Special Elections.
12. Administers oath of office for Village Board and maintains custody of official seal of the Village.
13. Receives and coordinates responses to all subpoenas for records served on the Village.
14. Receives all bids, officiates at bid openings, returns unsuccessful bid bonds and archives bid documents.
15. Directs and supervises Deputy Clerk(s), part-time minute-takers, and other staff as assigned.
16. Assists with tasks including answering phones, water bills, and preparing a variety of documents.
17. Assists other departments as needed.
18. Performs other duties as assigned.

### **Minimum Education, Training and Experience Required to Perform Essential Job Functions**

1. High school diploma or equivalent with vocational training in administration or a related field with three years progressively responsible office operations and computer experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered.
2. Registered Notary Public or ability to become Notary Public required.
3. Ability to maintain and upgrade professional knowledge, skills and development by attending seminars and training programs, including attending the clerk's conference.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

1. Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, and record and transcribe data and information. Ability to classify, compute, and tabulate data.
2. Ability to advise and provide interpretation to others on how to apply policies, procedures, and standards to specific situations.
3. Ability to utilize a wide variety of advisory descriptive and inferential data and information such as development plans, Census data, written and oral reports, invoices, billing statements, public records, internet sources, correspondence and operating manuals.
4. Ability to communicate effectively orally and in writing, in person and by telephone, email, fax or other means, with Village personnel, elected officials, vendors, consultants, public agencies, and the public.
5. Ability to do basic math including calculate percentages, fractions, decimals, volumes, and ratios.
6. Ability to apply functional reasoning in synthesizing information and performing functions involving work with some choice of action.
7. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form.
8. Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information and the performance of a variety of duties which may be subject to frequent change.
9. Ability to recognize, maintain and use confidential information with discretion.

### **Physical Requirements**

1. Ability to operate a variety of office equipment including computer, email, telephone, fax machine, cash register and photocopier.
2. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, including typing and filing.

3. Ability to exert light physical effort in sedentary to light work, including the ability to frequently lift and/or move up to 25 pounds.
4. Ability to recognize and identify similarities or differences between characteristics of colors, shapes, textures and sounds associated with job related objects, materials and tasks.
5. Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, and intimidation may cause discomfort and poses very limited risk of injury.

**Village Policies**

1. This position is subject to all provisions of the Village of Gilberts Personnel Manual, including any and all supplemental policies adopted by the Village President and Trustees and/or the Village Administrator.
2. The Village of Gilberts endeavors to be in compliance with the Drug Free Work Place Act. To this end, this position is required to submit to drug and alcohol testing pursuant to the Village of Gilberts Personnel Manual.

The Village of Gilberts is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved:

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Village Administrator

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Date