



FULL-TIME VILLAGE CLERK – MAPLE PARK, ILLINOIS

The Village Clerk is appointed by the Village President, with the advice and consent of the Village Board. This is a small office and this position is an important part of the daily administration of municipal operations. The Clerk is responsible for preparation of meeting agendas, packets and minutes for the Village Board, Planning and Zoning Committee and the TIF Joint Review Board; general office duties, including water bill acceptance, vehicle sticker processing, updating the Village web site, coordination of room/facility rentals; assists with the building permit process and assists the Village Administrator with projects. The position also serves as the Village's Freedom of Information Act Officer and maintains Village records. This position is the first point of contact for anyone that reaches out to the Village; the successful candidate will:

- Exercise considerable poise and discretion
- Be able to multi-task and has strong communications skills
- Have good knowledge of office procedures, including working a computer and telephone
- Experience with Office 365, including Word, Excel, and PowerPoint
- Maintain regular and predictable attendance
- Attend night meetings
- Provide excellent customer service, perform accurate work, and possess problem-solving skills

Candidate should have:

- High school diploma required, prefer Associates Degree
- One (1) to three (3) years of office experience, experience in municipal government extremely helpful
- Must be able to pass a background check, drug and alcohol screen
- Have a valid Illinois Driver's License
- Notary Public a plus
- Municipal Clerk Certification preferred

The Village of Maple Park is an Equal Employment Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sexual orientation, gender identity or gender expression, national origin, disability, veteran status and other protected characteristics.

This position has an annual salary of \$43,680 with a 40-hour work week, plus night meetings. The benefits package includes a health insurance stipend, 401K, paid holidays, vacation and sick time. Applications accepted through Friday, June 10, 2022. For a copy of the job description, see below. If interested in applying, submit a completed Village of Maple Park Application (see below) for Employment (<http://www.villageofmaplepark.org>), cover letter, resume and three (3) references to Village Administrator, Dawn Wucki-Rossbach, dwrossbach@villageofmaplepark.com.



VILLAGE OF MAPLE PARK POSITION DESCRIPTION

Title: Village Clerk
Position Status: Full-Time
Position Reports to: Village Administrator
FLSA Status: Exempt

DUTIES

GENERAL DESCRIPTION

The general function of the position within the organization is to perform moderately complex work related to primary function of Village Clerk related activities and the daily administrative functions of the Village's municipal office. The position may supervise another part-time clerical employee.

PRIMARY DUTIES: *This list represents the essential functions performed by the position. Employees may be assigned additional duties by management as required.*

Attends all meetings of the corporate authorities – Village Board (including Executive Sessions), Committee of the Whole, Planning and Zoning Commission and other meetings as needed.

Maintain confidentiality of municipal business.

Prepares agendas and schedules meetings for Village Board (including Executive Sessions and Committee of the Whole), Planning and Zoning Commission and other meetings as needed.

Transcribes meeting minutes for all Village Board (including Executive Sessions and Committee of the Whole), Planning and Zoning Commission and other meetings as needed.

VILLAGE CLERK

Drafts ordinances and resolutions.

Serves as the Village's Freedom of Information (FOIA) Officer.

Receives candidates' nominating papers and certify the names of all candidates to be printed on the ballot.

Serves as the Village's keeper of records and is responsible for the oversight of the Village of Maple Park's State's Records Disposal permit.

Responsible for submitting the proper documentation and disposal of Village records.

Assist with the issuance of Liquor Licenses, Amusement Licenses, Videogaming Licenses, Raffle Licenses and Tobacco Licenses.

Serves as the Office Manager and plans, establishes and implements office methods and procedures.

Ensures that office hours are covered.

Updates Village website and Facebook page.

Assist with the issuance of building permits and property maintenance letters.

Assists with the issuance of golf cart and vehicle stickers.

Assists with enforcement of Covenants, Codes and Restrictions (CCR.)

Assist with the issuance of park, gym and facility rentals.

Order office supplies and business cards and letterhead.

Answer correspondence pertaining to Village or department business; compile various statistical reports as requested.

Assist customers with basic and complex questions over the phone, in person or by mail.

May complete daily deposits.

Serves as utility billing backup.

Picks up and processes mail.

All other related duties as assigned.

VILLAGE CLERK

Serves as Deputy Registrar for voter registration.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, organizes, analyzes, examines, or evaluates data or information.

PEOPLE RESPONSIBILITY: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

ASSETS RESPONSIBILITY: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

MATHEMATICAL REQUIREMENTS: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *“Communications” involves the ability to read, write, and speak.*

Read simple sentences, instructions, or work orders; write simple sentences and complete simple job forms; speak simple sentences using basic grammar.

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COMPLEXITY OF WORK: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Perform semi-skilled work involving set procedures and rules but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact on whole municipal operation.

EQUIPMENT USAGE: *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles or uses machines, tools, or equipment requiring moderate instruction and experience such as computers, software programs such as word processing, spreadsheets (Office 365 – Word, Excel, PowerPoint), or custom applications, and office machines.

SAFETY OF OTHERS: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a high school diploma; prefer Associates Degree from an accredited college or university in office or business administration. Requires training in general business and administrative office procedures.

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LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Prefer Municipal Clerk Certificate.

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three (3) years of related experience.

Requires considerable knowledge of: office management or supervisory methods, practices and techniques; records and operation of the office is required; forms and procedures generally used in Village for personnel, purchasing, accounting and budgetary purposes; laws affecting the work of the assigned division or department; modern office practices, procedures and equipment; specialized terminology of the division, department or office to which assigned; spelling, punctuation and grammar.

Requires the ability to: set priorities; supervise and train subordinate employees; develop, implement and evaluate new and/or revised methods, procedures and performance standards; estimate and budget for future needs and cost of personnel, equipment and supplies; maintain complex clerical records and prepare reports of such records; read, analyze, and interpret general business periodicals, professional documents, technical procedures, or governmental regulations; write reports and routine business correspondence; effectively present information and respond to questions from managers, clients, customers, and the general public.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking some of the time, may exert up to 25 pounds of force; moderate dexterity in operating machinery, tools, or office equipment.

Requires daily attendance in the office and numerous night meetings.

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UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to standard indoor office conditions.

SENSORY (ADA) REQUIREMENTS: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Village of Maple Park is an Equal Opportunity Employer. ADA requires the Village to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Description Approved: 09/01/20

Revised: 05/06/21

10/13/21



Applicant Signature: _____

Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

APPLICATION FOR EMPLOYMENT

The Village of Maple Park is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, age, national origin, religion, sexual orientation, or physical/mental disability (except where physical/mental requirements constitute a bona fide occupational qualification).

INSTRUCTIONS: Read each question carefully and answer each question accurately and truthfully. Incomplete applications for employment will be rejected. The “Applicant Signature” line in the upper right-hand corner of each page must contain the signature of the applicant. Resumes will be accepted as supporting documentation, but will NOT fulfill the requirement to complete all portions of this application for employment. All statements made by you on this document are subject to verification and will be used for purposes of a background investigation. Incorrect statement(s) may cause any offer of employment to be rescinded or employment to be terminated. All entries except signature must be printed legibly in black or blue ink in your own handwriting or typed. If writing space provided is inadequate, use the continuation sheet at the end of this application and identify additional information by question number. Use “NA” (not applicable) if the question does not apply.

Position Applied For: _____

PERSONAL DATA

1. Name (Last) (First) (Middle)	2. List any other names, aliases you have used, or been known by (include maiden name, if applicable)
3. Home Address (Number, Street Name (and Apt# if applicable))	City, State, Zip Code

4. Do you reside within a 25 minute drive from Maple Park? No Yes

5. Phone numbers and e-mail addresses:

Primary phone number: _____	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Landline
Alternate phone number: _____	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Landline
Alternate phone number: _____	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Landline
Primary e-mail address: _____		
Secondary e-mail address: _____		

6. If hired, will you be able to provide documentation within 3 days that will prove identification and work eligibility in accordance with Immigration Reform and Control Act of 1986 and verify your information by signing INS Form I-9? No Yes

7. Date you can start employment: _____

8. Salary desired: _____

9. Indicate shifts you would be willing to work (check all that apply):

Hourly rate (hourly non-exempt)

Annual rate (salaried exempt)

Applicant Signature: _____

10. Do you have any relatives employed by the Village of Maple Park or serving on the Village Board of Trustees?

No Yes If yes, indicate name of relative, relationship, and position held:

Name of relative Relationship to you Position held within the Village of Maple Park

Name of relative Relationship to you Position held within the Village of Maple Park

11. Do you have a financial interest in a business or enterprise engaged in business within the Village of Maple Park?

No Yes If yes, please provide details.

12. Can you perform the essential functions of this job with or without reasonable accommodation? No Yes

The Village of Maple Park will endeavor to make a reasonable accommodation to the known physical or mental limitations of a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of the Village.

EDUCATION, QUALIFICATIONS, TRAINING, CERTIFICATIONS AND LICENSES

13. List the various schools you have attended. (Use continuation sheet if additional writing space is required)

Name and Address of School (include City and State)	Number of years attended	Diploma or GED? Yes or No
Grammar School(s)		
High School(s) or GED		
College or University		

14. Do you currently have, or will you be able to provide within 30 days of hire, a valid Illinois Drivers License?

No Yes Indicate expiration date: _____

15. Have you used computers in your prior or current position? No Yes If yes, indicate programs/software used:

Applicant Signature: _____

16. Please list all job-related skills or qualifications that you possess which would help you perform the duties of the position you are seeking. Please also list any completed courses, training, certifications and licenses relevant to this position (or attach a typed list).

Job –related Skills or Qualifications:

Courses, Training, Certification, Licenses	Number of Credit Hours	Completion Date	Name of Educational Institution or Organization

Applicant Signature: _____

EMPLOYMENT HISTORY

17. Have you ever worked for the Village of Maple Park as an employee, contractor or consultant?

No Yes Dates: _____ Position: _____

18. Describe your work history for at least the past ten years, beginning with your current or most recent job. If you have had more than four employers in the past ten years, attach additional sheets with the same information requested below for these additional employers.

Employer #1 – May we contact this employer if an offer of employment is extended to you as part of our background investigation?
 Yes No If no, explain:

Organization/Company Name	Street Address	City, State, Zip Code
Job Title	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary	
Dates of Employment	Telephone Number	Supervisor's Name and Title

Reason for Leaving

Describe specific job duties:

Employer #2 – May we contact this employer if an offer of employment is extended to you as part of our background investigation?
 Yes No If no, explain:

Organization/Company Name	Street Address	City, State, Zip Code
Job Title	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary	
Dates of Employment	Telephone Number	Supervisor's Name and Title

Reason for Leaving

Describe specific job duties:

Applicant Signature: _____

Employer #3 – May we contact this employer if an offer of employment is extended to you as part of our background investigation?

Yes No If no, explain:

Organization/Company Name	Street Address	City, State, Zip Code
Job Title	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary	
Dates of Employment	Telephone Number	Supervisor's Name and Title
Reason for leaving		
Describe specific job duties:		

Employer #4 – May we contact this employer if an offer of employment is extended to you as part of our background investigation?

Yes No If no, explain:

Organization/Company Name	Street Address	City, State, Zip Code
Job Title	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary	
Dates of Employment	Telephone Number	Supervisor's Name and Title
Reason for leaving		
Describe specific job duties:		

CRIMINAL / ARREST / COURT HISTORY / LAWSUIT / DISCIPLINARY ACTION

Have you ever had/been ... If additional space is needed please use the Continuation of Response area on Page 7 of the application.

<p>19. Convicted of or plead guilty to any criminal offense, other than minor traffic violations?</p> <p>(Note: You are not obligated to disclose sealed or expunged records of conviction, or any juvenile records of adjudication, arrest, or conviction.)</p> <p>A criminal conviction will not necessarily be a bar to employment. Expunged juvenile records will not be considered for employment decisions. To help us evaluate your application, please describe the nature of the offense for which you were convicted, the circumstances surrounding the commission of the offense and your subsequent rehabilitation (if applicable).</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes, explain in detail (including date and name of city, county, state).</p>
<p>20. Associated with any gangs or gang members?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes, explain in detail.</p>
<p>21. Associated with any individual or organization that was investigated, or is being investigated for involvement in any criminal activity?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes, explain in detail.</p>
<p>22. An Order of Protection entered against you?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes, explain in detail (including date and name of city, county, state).</p>
<p>23. Have you ever been party to a lawsuit, personally or professionally in the last seven (7) years?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes, list and explain each lawsuit in detail.</p>
<p>24. Have you ever been subject to any disciplinary action by your employer in the last seven (7) years, up to an including termination?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes, list and explain each action in detail.</p>

Applicant Signature: _____

DRUG/NARCOTICS USE

25. Have you every applied for a law enforcement position previously? (Include all on a separate sheet of paper if necessary.)

Name of Drug/Narcotic	Date First USed	Date Last Used	Reason Denied

Applicant Signature: _____

PRIOR LAW ENFORCEMENT APPLICATIONS

25. Have you ever applied for a law enforcement position previously? (Include all on a separate sheet of paper if necessary.)

Name of Agency (Address, City & Zip Code)	Date Applied	Accepted Y/N	Reason Denied

PERSONAL REFERENCE

27. In your own words, why should you be considered for this position?

Applicant Signature: _____

CONTINUATION OF RESPONSE

Indicate in the left-hand column the number of the question you are answering, then complete your answer in the space provided below. If additional space is needed, please attach a blank sheet.

Question Number	Continuation of Answer

AUTHORIZATION

Please read carefully before signing.

I understand that neither the completion of this Application for Employment nor any other part of my consideration for employment establishes obligation for the Village of Maple Park (“Village”) to hire me. If I am hired, I understand that the Village (as “at will employers) or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the Village has authority to make any assurance to the contrary.

I attest with my signature below that my answers to these statements and questions are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any omission of fact, misrepresentation, deception, or false statement made in this Application for Employment may result in my being denied consideration for employment, and if not discovered by the Village until after my becoming employed, is grounds for, and may result in, my immediate termination, regardless of when or how discovered.

I authorize investigation of all statements contained herein and expressly give permission (as may be directed herein) to the references listed above to give you, the Village, any and all information concerning my previous employment or any other pertinent information they have. I hereby release all parties from liability for any damage that may result from furnishing any information about me in connection therewith.

Applicant Signature: _____

THIS APPLICATION IS ONLY VALID FOR 60 DAYS FROM THE DATE SIGNED/DATED BELOW.

SIGNED: _____ **DATE:** _____