



VILLAGE OF MAPLE PARK POSITION DESCRIPTION

Title: Village Clerk
Position Status: Part-Time
Position Reports to: Village Administrator
FLSA Status: Non-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, Plan Commission, Zoning Board of Appeals 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), Plan Commission, Zoning Board of Appeals and other meetings as needed.

Transcribes meeting minutes for all Village Board (including Executive Sessions and Committee of the Whole), Plan Commission, Zoning Board of Appeals 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, 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.

VILLAGE CLERK

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