

Village Clerk

Position Description

Class Title: Village Clerk

Department: Administration

Location: Village Hall

General Duties

1. The Clerk shall keep the corporate seal and all the documents, official bonds, papers, files, and records of the village; not by this act or the ordinances of the village entrusted to some other officer. The clerk is the clerk of the council and shall attend its meetings.
2. In case of the absence of the clerk, or if from any cause the clerk is unable to discharge, or is disqualified from performing, his or her duties, the council may appoint a council member, or some other person, to perform the duties of the clerk for the time being.
3. The clerk shall record all proceedings and resolution of the council, and shall record, or cause to be recorded, all the ordinances of the village.
4. The clerk shall countersign and register all licenses granted.
5. The clerk may administer oaths and affirmations.
6. Assist in preparation of ordinances and resolutions as directed
7. Prepare and post notices of public meetings and hearings and notify news media of scheduled meetings.
8. Receive and respond to requests for information from the Village Mayor and Council

Work Elements

- Keep and affix Village seal on official documents
- Attend all council meetings
- Record, produce, and distribute council minutes and records
- Record, maintain, and publish all village ordinances
- Countersign and register all licenses
- Make reproductions in accordance with the media records act
- Administer oaths and affirmations
- Answers questions of customers, clients, and employees as required
- Perform any additional office duties as requested by the Village Mayor and Council

Required knowledge, skills, abilities, and minimum qualifications

Thorough knowledge of the laws, ordinances and other regulations pertaining to records

management, public information, elections, and general municipal administration

Thorough knowledge of the rules of public meeting conduct

Thorough knowledge of village services, organizational structure and general operation to effectively direct and assist the public

Knowledge of State codes

Ability to attend meetings scheduled at night or at times other than regular business hours

Other requirements

Must be able to manage multiple items at the same time; prioritize tasks; and meet recurring and period time constraints; must be able to maintain confidentiality

Must be bondable by a surety company

Certification as a notary public must be obtained after appointment to this position

Supervision Received

Works under the close supervision of the Village Mayor and Council.

Supervision Exercised

Clerical

Tools and Equipment Used

Personal computer system, including word processing and specialized court software: calculator; typewriter; phone; copy and fax machine.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Note: Work from home accommodations may be made to address issues related to restrictions and concerns created by the Covid-19 pandemic.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.