

VILLAGE OF CATLIN

Commission Form of Municipal Government Adopted 1914 MEMBER ILLINOIS MUNICIPAL LEAGUE

JUSTIN BARGO, Mayor, Village Clerk 217-427-2136 Fax: 217-427-8118

109 S. SANDUSKY P.O. BOX 627 CATLIN, ILLINOIS 61817

Position Title: Village Clerk

Position Type: Full Time Salary, Non-Exempt

Days Worked: Monday – Friday

Reports to: Village Mayor

Job Description

The Village of Catlin is looking to hire a full-time Village Clerk. The Village Clerk performs administrative and record keeping duties, under minimal supervision. This role also assists in maintaining the Village's records management system and official Village documents. A successful candidate will demonstrate attention to detail and accuracy, while demonstrating a high level of customer service.

Major Duties and Functions:

- Oversees the handling and maintaining of official Village documents
- Assists in the preparation of public meeting agenda packets, public notices, and transcription of meeting minutes
- Prepares proclamations, legal notices, public communications, etc.
- Performs customer service functions; responds to resident and staff inquiries
- Assists in Freedom of Information Act administration
- Issues bill payments to suppliers, contractors, etc. within a timely manor
- Performs payroll duties for all village employees and elected officials
- Has the power to administer Oaths
- Illinois Notary Public
- Publishes Ordinances, Resolutions, and Bid Notifications
- Keeper of the Village records, maintaining files of all approved ordinances and resolutions and other documents required by law in a systematic order for easy reference
- Local Registrar and Election Supervisor
- The Clerk answers inquiries from other municipal governments, departments, and citizens; maintains the official Ordinance and Resolution books
- Guardian of the Corporate Seal of the Village; countersigns official documents and affixes the same to all documents.
- Attest all contracts of the Village of Catlin

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- Responsible for Filing a certified copy of the Tax Levy Ordinance, Prevailing Wages, and Statement of Economic Interest with the Vermilion County Clerk within the time required by law
- Receives nominating papers and certifies names of all candidates entitled to be printed on the election ballot for the Village of Catlin
- Maintains a record of Elected Officials, appointed committees and commissioners, and regular employees of the Village of Catlin

Knowledge, Skills, and Abilities Required:

- Strong interpersonal skills needed to establish positive working relationships
- Ability to operate and understand computer software and programs
 - Working knowledge of QuickBooks Online (preferred)
 - Working knowledge of Microsoft Office, Office 365 (preferred)
- Ability to grasp procedures quickly and carry out oral and written instructions
- Ability to organize work, set priorities and meet critical deadlines
- Ability to understand the Village of Catlin's ordinances
- Ability to take notes at village board meetings and record minutes
- Familiarity with agencies and offices of local, state, and federal levels of government

Education and Experience: Associate's degree preferred or three to five years of clerical experience or any combination of education and experience which provides the required knowledge, skills, and abilities.

Required Licenses and Certifications: Public Notary, Open Meetings Act, Freedom of Information. All certifications must be obtained within the first 6 months of employment.

X

Village Clerk

X

Village Mayor