

## Chapter 3 - The Village Clerk

### Article 1 – General Provisions

- 301 Creation of Office and Appointment
- 302 Bond
- 303 Signatures
- 304 Money Collected
- 305 Records
- 306 Seal
- 307 Documents
- 308 Job Duties and Responsibilities

### Article 2 – Deputy Clerk

- 309 Appointment
- 302 Job Duties and Responsibilities

## Article 1 – General Provisions

### 301 Creation of Office and Appointment

There is hereby created the office of Village Clerk. The Village Clerk shall be appointed by the Village President by and with advice and consent of the Board of Trustees and shall hold office for a one-year terms and until a successor is appointed and qualified. The Village Clerk shall be paid a salary to be determined by the Board of Trustees.

### 302 Bond

Before entering upon the duties of office, the Village Clerk shall execute a bond in such amount and with such sureties as may be required by law and by ordinance, conditioned upon the faithful performance of the duties of the office, and to indemnify the Village against any loss due to any neglect or duty or wrongful act on the part of the Village Clerk. The penalty of bond for the Village Clerk shall be \$25,000 and the Village shall pay the premium of such bond.

### 303 Signatures

The Village Clerk shall seal and attest all contracts of the Village, and all licenses, permits and other such documents as shall require this formality.

### 304 Money Collected

The Village Clerk shall turn over all money received on behalf of the Village to the Village Treasurer and with such money shall give a statement as to the source thereof to the Village Treasurer.

### 305 Records

In addition to the record of ordinance and other records which the Clerk is required by statute to keep, the Village Clerk shall keep a register of all licenses and permits issued, and the payments thereon; a record showing all of the officers and regular employees of the Village; and such other records as may be required by the Board of Trustees.

### 306 Seal

The Clerk shall be the custodian of the Village Seal, and shall affix its impression on documents whenever this is required.

### 307 Documents

The Clerk shall be the custodian of all documents belong to the Village which are not assigned to the custody of some other officer of the Village by the President or Board of Trustees.

### 308 Job Duties and Responsibilities

- 308.1 Schedule and attend all Board, Planning and Zoning and ARC meetings and record meeting minutes. Maintain Master Meeting Calendar.
- 308.2 Provide Voter Registration and Notary Public Service.
- 308.3 Do secretarial work for the President, Trustees, Committee Members and Building/Zoning Officer.
- 308.4 Codify and update - Subdivision Control Ordinance, Municipal Code Book, Zoning Ordinance, Personnel Manual and all Village Records.
- 308.5 Manage grants, health insurance, property and liability insurance and Workman's Compensation records and cases.
- 308.6 Co-sign Village checks.
- 308.7 Publish legal notices, meetings, etc.
- 308.8 Work with Village Attorney on Ordinance revisions, annexations and zoning ordinances and other legal matters.
- 308.9 Handle public relations with utility companies and local media.
- 308.10 Write, edit, assemble and mail quarterly Village Newsletter.
- 308.11 Develop policies and procedures necessary for the operation of the Village to be presented to the President and Trustees for approval. Provide the Village Board with adequate information to help them reach sound decisions and establish policies.
- 308.12 Review all Village services, assess the Village's need and provide on a regularly scheduled basis, a report of the current needs and recommendations to the President and Village Board.
- 308.13 Establish and coordinate a system of purchasing within the approved office budget, following policies and procedures established by the Village Board.
- 308.14 Responsible for employee benefits and employee personnel files.
- 308.15 Participate with Village Trustees in the development and establishment of short and long term goals and objectives.

- 308.16 Work as a liaison involving residents, surrounding communities and businesses to the Village President and Village Board.
- 308.17 Coordinate Community Functions. Maintain a calendar of all park reservations, community meetings, etc.
- 308.18 Maintain Village Businesses Directory.
- 308.19 In addition, the Village Clerk shall perform such other duties and functions as may be required by statute or ordinance.

## **Article 2 – Deputy Clerk**

### **309 Appointment**

The Village Clerk may appoint one Deputy Clerk, subject to the advice and consent of the Village Board. The Deputy Clerk shall be under direct supervision of the Village Clerk.

### **310 Duties and Responsibilities**

In addition to those duties authorized by the Illinois Municipal Code (65 ILCS 5/3-10-9), the Deputy Clerk shall perform those duties assigned by the Village Board.