

POSITION: Deputy Clerk – Village of Broadview

SALARY: \$15.00 per hour depending on qualifications.

APPLY BY: Friday, February 2, 2018. To apply download the online application from the village website: [www.broadview-il.gov](http://www.broadview-il.gov).

Position is open until filled. Send all applications to: LeTisa Jones, Village Administrator, [ljones@broadview-il.gov](mailto:ljones@broadview-il.gov)

JOB SUMMARY: The Village of Broadview Clerk Office is seeking candidates for a part-time Deputy Clerk.

ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO: Deputy Clerk position performs FOIA training with the Attorney General. Performs collecting and sorting mail from the Clerk's mailbox. Collecting and logging all FOIA requests from the FOIA mailbox. Answering phone and taking messages. Retrieving voice messages and logging Village Clerk's response. Complete meeting minutes, copying of legislation for board packets, indexing and scanning all ordinances and/or resolutions to be codified. Open communication through email with the Village Clerk and others. Attend regular and special board meetings. Other duties as assigned.

The hours for this position varies Monday – Friday from 10 am – 2 pm.

SELECTION: Candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen.