

VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION

DEPUTY VILLAGE CLERK

EFFECTIVE DATE: August 22, 2016

DEPARTMENT: Clerk's Office	WORK LOCATION: Village Hall	FLSA STATUS: Non-Exempt
CLASS CODE: 7000	RANGE: 12	PENSION: IMRF
		UNION: NU
REPORTS TO: Village Clerk	LEVEL OF SUPERVISION RECEIVED: Moderate Supervision	LICENSE/CERTIFICATES: Valid Illinois Class D Driver's License. Must have or obtain Certification as Deputy Clerk, Notary Public, Passport Agent, Freedom of Information Officer and Deputy Registrar.

SUMMARY:

Assists the Village Clerk by performing numerous duties related to business licenses, freedom of information requests, record keeping and processing of passports. Greets visitors coming to the counter; answers inquiries from the general public, local businesses, other agencies and employees received in person, by telephone, or in writing. Position will require working Saturday mornings. Responds to and interacts with others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Administers all business licenses (retail, home, general premise).	Daily 50 - 100%

2.	Conducts customer service at the counter and via telephone for residents and/or businesses regarding passports, business licenses, election information, and general questions and cash transactions.	Daily 50%
3.	Record Keeping (indexing all ordinances, resolutions, recorded documents, microfilm and microfiche).	Biweekly 50%
4.	Proofreads Village Board minutes prepared by the Village Clerk.	Biweekly 10 – 20%
5.	Accepts applications and payments for passports and forwards to State for final processing.	Daily 10%
6.	Researches various records for other departments, and does bid coordinating.	Weekly 10%
7.	Processes Freedom of Information requests as directed by the Village Clerk.	Monthly 10%
8.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Answers questions for Village Clerk as able when the Clerk is unavailable. Fills in for the Village Clerk at Village Board meetings and records the minutes as needed.
2.	Voter registrations, including absentee voting.
3.	May serve as member of various employee committees.
4.	Follows Village-wide and departmental safety rules and practices.
5.	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: (*Select one – required*)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (***List specific responsibilities below***)

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED) **Required**
- Two or more years of college coursework in related field **A Plus**
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D.)

Degree or coursework should be in...

Training through Municipal Clerks of Illinois Institute a plus

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience

- Two to four years related experience
- Four to ten years related experience

3 years experience in a local government / clerk's office setting a plus; or any equivalent combination of education, training and experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Enter number of years required here

Enter number of years required here

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software

Specialized applications:

Microsoft Word, Excel and Outlook Required. Sungard experience a plus.

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus
 - Preferred
 - Required
- Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

- Must be able to work in a fast-paced environment
- Must be flexible to change and adjust quickly from one job task to another
- Must possess strong organizational skills
- Must be able to communicate effectively in writing and verbally
- Must have or obtain licensing as Deputy Clerk / Notary Public / Passport Agent within 6 months of employment.
- Obtain online training and certification as Freedom of Information Officer within 6 months of employment.
- Must be available to work Saturday mornings
- Accurately proofread correspondence, correctly using grammar, punctuation and spelling
- Must type 50 wpm, corrected
- Alpha/numeric data entry of 8,000 kph, corrected
- Intermediate knowledge of Microsoft Word and Excel

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 with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	X	_____	_____
Walks	_____	X	_____	_____
Sits	_____	_____	X	_____
Uses fingers in a repetitive motion	_____	_____	X	_____
Uses hands to grasp, finger, handle, or feel	_____	X	_____	_____
Reaches with hands and arms above shoulder	_____	X	_____	_____
Climbs or balances	_____	X	_____	_____
Twists or turns	_____	X	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	X	_____	_____
Pulls, pushes, or carries	_____	X	_____	_____
Talks or hears	_____	_____	_____	X
Tastes or smells	X	_____	_____	_____
Operates a motor vehicle or heavy equipment	_____	X	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	X	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	X	_____	_____
Lifts or move 20 to 50 pounds (moderate)	X	_____	_____	_____
Lifts or move 50 to 100 pounds (heavy)	X	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

_____ Absence of color blindness

_____ Corrected vision of...

Enter specific vision requirement here

_____ Uncorrected vision of...

Enter specific vision requirement here

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

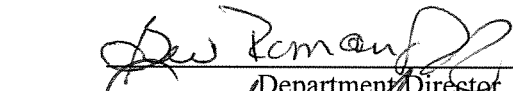
(mark all 15 conditions)

<u>Environmental Conditions</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	_____	_____	_____	<u> X </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	<u> X </u>	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u> X </u>	_____	_____	_____
Works near moving mechanical parts	<u> X </u>	_____	_____	_____
Works in high precarious places, underground, or confined spaces	<u> X </u>	_____	_____	_____
Flying debris or airborne particles	<u> X </u>	_____	_____	_____
Fire, smoke, fumes, gases, or noxious odors	<u> X </u>	_____	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u> X </u>	_____	_____	_____
Risk of electrical shock	<u> X </u>	_____	_____	_____
Works with explosives or risk of radiation	<u> X </u>	_____	_____	_____
Vibration	<u> X </u>	_____	_____	_____
Extreme illumination	<u> X </u>	_____	_____	_____
Low noise level (Normal voice tones)	_____	_____	_____	<u> X </u>
Moderate noise level (Raised voice levels)	_____	<u> X </u>	_____	_____
High noise level (Shouting/ear protection may be needed)	<u> X </u>	_____	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

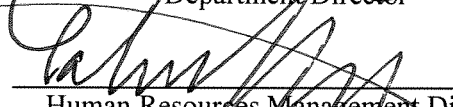
This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



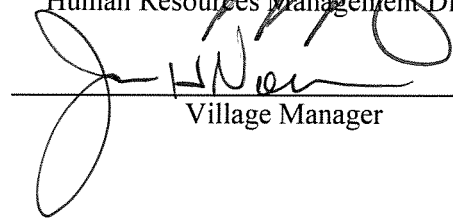
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____